

	Administrative Procedure	
	Subject	Recruitment and Selection of Staff
	AP Code	400

Background

All personnel appointed as staff in the school are to be of exemplary character and possess competency in the skills required for their positions. It is understood that they have been hired to assist the school in carrying out its vision, mission, and goals in accordance with beliefs and guiding principles. Pursuant to s. 17(2) of *The Registered Independent School Regulations*, the board may restrict employment of teachers to those who share the faith and practice of the school.

Procedures

1. Teaching Staff

1.1. Recruitment, Selection, and Placement

- 1.1.1. The school director and principal are responsible for the hiring of all teachers. The recruitment, selection, and appointment procedures are determined by the school director.
- 1.1.2. The school director shall endeavor to employ the best qualified personnel for the school. In all cases, the needs of students, the skills and qualifications of the teacher, and the job description are to be matched as closely as possible.
- 1.1.3. A vacancy exists when there is an opportunity for a teacher to be placed on a temporary, replacement, or continuous contract.
- 1.1.4. When a vacancy occurs, a competition shall occur as determined by the school director.
 - 1.1.4.1. Vacancies occurring after the school year will be filled as quickly as possible. If the vacancy results in the student-teacher ratio rising above the accepted limit, the principal will notify the director of independent schools within three days of receiving the resignation or request for leave.
 - 1.1.4.2. Vacancies occurring effective June 30 will be filled through the annual staffing process.
- 1.1.5. The principal, under the supervision of the school director, is responsible for assigning teachers to specific teaching duties in the school.
- 1.1.6. The principal will consider all in-school reassignments first when staffing the school. Reassignment within the schools involves discussion with and informing teachers involved.

2. In-School Administrators

- 2.1. The board is responsible for the hiring of the principal. The recruitment, selection, and appointment procedures are determined by the school director.
- 2.2. The school director is responsible for ensuring the process used for filling vacant in-school administrative positions complies with board policy.
- 2.3. All positions are to be advertised internally and may also be advertised externally.

3. School-Based Non-Teaching Support Staff
 - 3.1. The school director or designate and principal are responsible for hiring school-based non-teaching support staff.
 - 3.2. The recruitment, selection, and placement procedures are to be determined by the school director or designate in consultation with the principal.
 - 3.3. Vacant positions are to be advertised internally, in the local community, and externally when necessary.
 - 3.4. Staff members are to be employed under the conditions of the applicable contract with the school.
4. Facility Operators and Maintenance
 - 4.1. The school director or designate is responsible for hiring or contracting facility operators and maintenance staff.
 - 4.2. The school director, in consultation with the principal, is responsible for determining appropriate recruitment, selection, and placement procedures.
 - 4.3. Vacant positions are to be posted internally and externally. Positions may be advertised externally when necessary.
 - 4.4. Facility operators and maintenance staff are to be employed under the conditions of their applicable employment contract, or through a services contract where applicable.
5. Bus Drivers
 - 5.1. The school director or designate is responsible for hiring or contracting bus drivers.
 - 5.2. The school director, in consultation with the principal or designate, is responsible for determining appropriate recruitment and selection procedures.
 - 5.3. Vacant positions are to be advertised if deemed necessary.
 - 5.4. Bus drivers are to be employed under the conditions of the applicable employment contract with the school, or through a services contract.

References

The Education Act, 1995 – sections 85, 87, 174, 175
The Saskatchewan Human Rights Code, 2018

Date Adopted

May 1, 2025

Revised
