



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
TITLE: STAFF ALLOCATION
CODE: 4012 Procedure for Schools

Reference Matrix	
Education Act (1995)	Section 85, 87, 174
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Director of Education or designate is responsible for all staff recruitment and selection in order to provide for the educational program in the schools of the Division.

The Director of Education or designate will strive to employ people of competence, skill and good character. The Division recognizes that the needs of students and schools require sufficient numbers of strong, capable teaching and non-teaching personnel.

The Director of Education or designate will hire staff for schools in accordance with the resources available on an annual basis.

In order to ensure the consistent and impartial application of all relevant documentation pertaining to personnel in the employ of the Division, the administrative procedures detailed below shall be followed by the administrative staff to whom responsibility is delegated by the Director of Education. Please refer to [OP 4012 Appendix 1 Holy Family Staff Recruiting Process](#).

Procedures:

1. The Director of Education or designate will be responsible for assessing the staffing requirements at the school level and identifying the appointment of a

Principal, Vice-Principal, or acting Principal.

For all other in-school staff, Principals of schools shall inform the appropriate person -- the Superintendent of School Operations or the Manager of Facilities and Transportation -- of their staffing requirements (increase or decrease).

2. The Director of Education or designate will coordinate employee recruitment and selection in a collaborative manner with those involved in the decision making process.
3. Any change in staff beyond those provided by the staffing guide must be approved by the Director of Education or designate, and must be within the framework of the budget.