



4012 APPENDIX 1

**HOLY FAMILY
STAFF RECRUITING PROCESS**

ALL STAFF:

- 1) Receive written notice of resignation.
- 2) Send acknowledgement letter – **SEND NOTICE OF TERMINATION FOR TECH & FAME.**

SUPPORT STAFF - SCHOOL BASED - UNION OR NON UNION:

Vacancy Occurs:

- 1) Make lateral moves within Division if desired/necessary (5.01 of SEIU-West Agreement).
- 2) Post position (may not be original position):
 - **Template of posting to include:**
 - Nature of position
 - Current location
 - Summary of qualifications as stated in job description
 - Hours of work
 - Salary
 - Start Date
 - Closing date of posting
 - State SEIU-West position or Non-SEIU-West position
 - Post for minimum of 5 working days prior to closing.
 - Post at Board Office and Email posting to all school secretaries, Principal of relevant school, and SEIU-West Unit Chairperson.
 - Post on Division website and/or local newspapers.
- 3) After closing date of posting:
 - Set up interviews:
 - Interview process to include Director of Education and/or Chief Financial Officer/Human Resource Manager and/or Supt. of School Operations and/or Supt. of Student Services & Assessment and/or School Administrator and/or Manager of Facilities & Transportation, attendance dependent on relevance of organizational chart.

- Select successful candidate:
 - Offer position; receive verbal/written acceptance; confirm start date.
 - Notify unsuccessful applicants.
 - Notify successful applicant by letter:
 - Completed by issuing Contract (Template) and paperwork – Criminal/Vulnerable record checks must be in place prior to start date.
- 4) Within Five (5) days of awarding position:
- Send notice of successful applicant to all school secretaries to be posted for a minimum of 7 days on designated bulletin board, SEIU-West Unit Chairperson and SEIU-West Moose Jaw office. (Template)
 - If applicant is internal, most senior and not successful, advise in writing with reasons.
- 5) Unless mutually agreed otherwise, successful employee must start position on date indicated on posting or within 10 days of posting closing date. (5.02 (c))
- 6) **SEND NOTICE OF NEW HIRE FOR TECH & FAME**
- 7) Appropriate orientation to take place after appointment. (5.02 (d))
- **School Secretary/Librarian:**
 - Principal or designate -- tour of school, meet all staff, review job description.
 - If possible, work 1 – 3 days with outgoing employee; otherwise, within the first two weeks, bring in an employee of same classification from another location for a day.
 - Central Office to provide training in relevant areas within first two weeks (accounts payable/finance/Maplewood/SRB).
 - Informal follow-up one month from date of hire re: concerns, questions.
 - **Educational Assistant:**
 - Principal or designate – tour of school, meet all staff, review job description.
 - Request specialized training if required ie: First Aid, Lift, etc.
 - Informal follow-up one month from date of hire re: concerns, questions.

- **Caretaker:**
 - Manager of Facilities & Transportation and/or Principal – tour of school, meet all staff, review job description.
 - Request specialized training if required ie: WHMIS, OH&S, etc.
 - Informal follow-up one month from date of hire re: concerns, questions.
- **Bus Driver:**
 - Manager of Facilities & Transportation – review of bus route, meet applicable staff, review job description.
 - Informal follow-up one month from date of hire re: concerns, questions.

TEACHERS/PRINCIPALS/CONTRACTED PERSONNEL/CENTRAL OFFICE:

- 1) Advertise position:
 - Post on Division website and/or newspapers.
- 2) After closing date of posting:
 - Set up interviews:
 - Interview process to include Director of Education and/or Chief Financial Officer/Human Resource Manager and/or Supt. of School Operations and/or Supt. of Student Services & Assessment and/or School Administrator, attendance dependent on relevance of organizational chart.
 - Select successful candidate:
 - Offer position; receive verbal/written acceptance; confirm start date.
 - Notify unsuccessful applicants.
- 3) Issue appropriate contract and paperwork:
 - New Employee Letter of Welcome (Template)
 - Contract (Template)
 - Teacher – Continuing Full Time (for permanent position)
 - Teacher – Continuing Part Time (for permanent position)
 - Teacher – Temporary Full Time (for less than a school year)
 - Teacher – Temporary Part Time (for less than a school year)
 - Teacher – Replacement Full Time (to replace teacher for entire school year – if teacher does not return following year must offer continuing contract to replacement teacher)

- Teacher – Replacement Part Time (to replace teacher for entire school year – if teacher does not return following year must offer continuing contract to replacement teacher)
- Teacher – Mutual Amend for Specific Period (to change % FTE short term)
- Teacher – Permanent Mutual Amend (to permanently change % FTE)
- Teacher – Mutual Amend to Add Duties (to add principal, VP, coordinator duties)
- Teacher – Mutual Amend to Remove Duties (to remove principal, VP, coordinator duties)
- Paperwork (Relevant package of employee forms).

4) **SEND NOTICE OF NEW HIRE FOR TECH & FAME**

5) Appropriate orientation to take place:

- **Teachers:**
 - New Teacher Orientation and Mentorship meeting may take place the week prior to school year beginning. If hire occurs mid year, orientation to take place by Principal and/or Superintendent of School Operations.
- **Principals:**
 - Attend New Teacher Orientation and Mentorship meeting, if held. If hire occurs mid year, orientation to take place by Director and/or Superintendent of School Operations. Use Checklist for Succession of School-Based Administrators (Appendix to School Administrator Role Description 4020-108).
- **Contracted Personnel:**
 - Orientation to take place by Director and/or Superintendent of School Operations.
- **Central Office:**
 - Orientation to take place by relevant Supervisor.