

Personnel And Employee Relations

Administrative Procedure #317 Personnel Selection

Background

Thrive Elementary Charter School strives to attract, secure and retain the best qualified and most effective personnel for all staff positions. All staff are employees of the Thrive Charter School Society and their assignments are determined by the Principal through consultation with the Superintendent.

Procedures

1. All procedures must comply with applicable federal/provincial legislation or regulations, and Board policy.
2. The responsible administrator will identify staff vacancies in their school. The minimum qualifications required for an application are:
 - a. Cover letter,
 - b. Resume,
 - c. References (3),
 - d. Transcripts to support documentation, and
 - e. Any pertinent certifications required.
3. Identification of personnel needs are determined through the following process:
 - a. School population needs,
 - b. Specific skill set needs to address school operations,
 - c. Budget review, and
 - d. Leadership team to discuss the need and determine direction.
4. Advertising and Posting Positions
 - a. Recruitment for school staff vacancies will be the responsibility of the principal,
 - b. Recruitment for system vacancies will be the responsibility of the board, and
 - c. All vacancies will be advertised unless exempted from open competition by the Superintendent.
5. Selection of Personnel
 - i. At the close of the competition, the applications will be reviewed and short listed.
 - ii. The responsible administrator will ensure that the selection committee considers academic training, experience, personal values

and personality and any other relevant qualities when determining an applicant's suitability in the selection process.

- iii. A thorough reference check has been completed and all references checks completed are filed for a minimum of one year.

6. Hiring of Personnel

- a. Human Resources will be responsible for hiring the selected candidate.
- b. The responsible administrator will communicate to the Human Resources Department the candidate identified by the selection committee.
- c. The responsible administrator may have to provide direction regarding contract type and information to Human Resources.
- d. Human Resources will formally appoint the successful candidate to the position, be it a substitute position, a casual position, a temporary position or a permanent position, only after ensuring that:
 - i. The prospective employee has submitted a Criminal Record Check Certificate from Edmonton Police Service or RCMP under the Criminal Code and a Child Intervention Record Check from Alberta Children's Services, or the equivalent as requested. The Human Resources Department may require a candidate to update any of these documents as a condition of employment,
 - ii. In the event that the prospective employee does not provide a Criminal Record Check Certificate and a Child Intervention Record Check as required, they may be refused further consideration for employment with the Division or may be offered conditional employment subject to the submission of these documents.
 - iii. In the event the prospective employee has been given employment conditional to the receipt of the documents identified in clause 6.2.4 and is subsequently found to have a criminal record or an entry in the Child Intervention Record Check, the prospective employee will be given an opportunity to discuss the matter with the responsible administrator and the Human Resources Department before determining whether the employment will continue,
 - iv. A summary of the consultation between the responsible administrator concerned and the Human Resources Department will be placed in the individual's personnel file.
 - v. The summary must include any employment decisions made at that meeting and any reasons or supporting information for those decisions and be signed by the responsible administrator and the Human Resources Department.
 - vi. The Human Resources Department or the responsible administrator concerned will ensure that applicants are notified of the result of the selection, in accordance with advertising practices.

7. Temporary Staff

- a. The Superintendent will authorize the employment of the following personnel:
 - i. Teachers;
 - ii. Substitute teachers as defined in the Education Act;
 - iii. Administrative Support Staff
 - iv. Educational Assistants;
 - v. Thrive Non-Educational Program Staff
 - vi. Casual employees

8. Records

- a. Application packages will be returned to the Human Resources Department.

Reference: Section 33, 196, 197, 198, 199, 202, 203, 204, 205, 222, 225 Education Act