

# *Christ the Teacher Catholic Schools*

## **ADMINISTRATIVE PROCEDURES**

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|-------------------|-----------------------------------|--------------|--------|
|                   | 400 – PERSONNEL & EMPLOYEE        | <b>CODE:</b> | AP 450 |
| <b>SECTION:</b>   | RELATIONS                         |              |        |
| <b>PROCEDURE:</b> | <b>SELECTION OF SUPPORT STAFF</b> |              |        |

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### **BACKGROUND**

Support staff are vital to the provision of quality educational programs throughout the Division. The support staff of a school shall consist of secretaries, library support staff, teacher assistants, Maintenance Person and Caretakers. Support staff will be assigned to positions in accordance with the needs of the school as determined by the Principal and the Director.

### **PROCEDURES**

1. The following criteria will be considered in the recruitment of support staff:
  - 1.1 The educational needs of the students;
  - 1.2 Support for Catholic Education;
  - 1.3 Provisions of the current Collective Agreement (Melville);
  - 1.4 The candidate's interests, knowledge, education, ability, skills and/or seniority with the Division; and
  - 1.5 The candidate's suitability and compatibility based upon past performance and experience.
2. The Director shall establish support staff recruitment procedures and communicate these to the school administrators.
3. The Director shall select the support staff for the Division.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

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