



PRSD is committed to hiring the best possible candidates for employment, utilizing a recruitment and selection process that is fair, reasonable, consistent, and accountable.

The Board assigns to the Superintendent/CEO a Human Resources Manager to set the school division’s human resources goals, action plans, and procedures.

PRSD will follow a well-defined process that is based on merit and qualifications. The authority to employ and assign senior administration and school administration positions shall rest with the Board. The Board delegates to the Superintendent/CEO, the responsibilities of hiring all school division staff excluding senior administration and school administration and grants the Superintendent/CEO the authority to employ and assign all employees in this regard.

Under the direction of the Superintendent/CEO, the Human Resources Manager is responsible for facilitating staffing and providing personnel management for teaching and support staff including the hiring of competent personnel, contract and collective agreement interpretation, professional development/training programs, and maintain all human resources files.

The Superintendent/CEO will report the employment of staff in a staffing report to be included in the Board agenda.

Position	Selection Committee
Superintendent/CEO	Board of Trustees, Secretary-Treasurer/CFO, Human Resources Manager
Secretary-Treasurer/CFO	Board of Trustees, Superintendent/CEO, Human Resources Manager
Assistant Superintendent	Board of Trustees, Superintendent/CEO, Secretary-Treasurer/CFO, Human Resources Manager
Director of Student Services	Board of Trustees, Superintendent/CEO, Secretary-Treasurer/CFO, Assistant Superintendent, Human Resources Manager
Human Resources Manager	Board of Trustees, Superintendent/CEO, Secretary-Treasurer/CFO
Transportation Supervisor	Board of Trustees, Superintendent/CEO, Secretary-Treasurer/CFO, Human Resources Manager
Facilities Supervisor	Board of Trustees, Superintendent/CEO, Secretary-Treasurer/CFO, Human Resources Manager
Principals	Trustees (Ward Trustee and/or Personnel Committee Chair/Member), Superintendent/CEO, Assistant Superintendent, Human Resources Manager
Vice Principals	Trustees (Ward Trustee and/or Personnel Committee Chair/Member), Superintendent/CEO, Assistant Superintendent, Human Resources Manager