



The hiring of support staff shall be coordinated by the appropriate senior administrator.

Whenever support staff persons are being considered for a specific school position, the recommendation for hiring shall be made by the principal/supervisor.

Normally, support staff openings shall be advertised both internally and outside the Division, subject to collective agreement requirements.

Guiding Principles

The following guiding principles shall direct the recruitment and selection; assignment of support staff with PRSD.

- Principals and supervisors are valued and respected in all actions and communications related to the posting, interview, selection, and assignment of support staff with PRSD.
- Support staff are employees of PRSD. Support Staff will be hired and assigned to respective schools in accordance to the Division's standard requirements and Collective Agreements.
- Support staff are selected according to qualifications, experience, suitability, references, to the position they have applied for.
- Support staff are selected and assigned with the process of shared responsibility involving the Superintendent/CEO and/or Assistant Superintendent, Principal, Transportation Supervisor, Facilities Supervisor, Director of Student Services, Secretary-Treasurer/CFO and the Human Resources Manager.
- Approval of all recommendations for support staff employment and all offers of employment with PRSD is the responsibility of the Superintendent/CEO or designate.

Posting Process

A vacancy occurs through new a position, resignation, retirement, or termination. Once there is a vacant position it is the responsibility of the Principal, Transportation Supervisor, Facilities Supervisor, Director of Student Services and Secretary-Treasurer/CFO (aka – The hiring supervisor) to request a draft posting for review and revision. The hiring supervisor/Human Resources Manager is responsible for approving all postings and will forward the approved postings to the Human Resources Manager for processing

Depending on the job opportunity the following is a list of possible newspapers that job ads can be placed:

- SunMedia: Altona, Morden, Winkler, Carman, Portage la Prairie, Selkirk, Interlake, Stonewall and the Winnipeg Sun.
- CanStar: The Headliner
- All Educational Assistant job opportunities will be advertised on Apply to Ed (www.applytoeducation.com)
- PRSD website for at least 7 working days.

Application Procedures for Internal Candidates

As per Article 12 – Staff Changes (CUPE 4701 Unit A)



- If there are internal employees interested in the posting, in order to have their applications considered for the posted position, employees seeking the posted position must submit their application prior to the closing date of the posting.
- Notwithstanding the provisions of Article 12.01 a), where the division requires an increase of two hours or less per day in the time allotted to an existing Education Assistant position, the Division shall offer the hours to the Education Assistant within the school in order of seniority provided the Education Assistant has the qualifications, ability, skill and experience to perform the tasks associated with the additional hours.

As per Article 12 – Staff Changes (CUPE 4701 Unit B)

- Job postings for July and August shall be on the Division website. Employees shall be notified by mail of any job posting during the months of July and August

Screening and Shortlisting

The hiring supervisor is responsible for the screening of all applicants as per posted qualifications and experience. The hiring supervisor will prepare a short-list of three candidates for interview.

Interview

Candidates will be interviewed by selection team in accordance with established procedures and chaired by the hiring supervisor. The make-up of the selection committee will depend on the position being filled. This team should include the supervisor to which the position reports. The Transportation Supervisor, Facilities Supervisor, Director of Student Services or Secretary-Treasurer/CFO, may be assigned the support staff interview process. The Human Resources Manager will participate at times.

The interview team is required to interview at least three (3) candidates per competition, which does not include declined interviews or interviews cancelled by the candidate.

In those cases where it is difficult to short-list three (3) qualified candidates, Transportation Supervisor, Facilities Supervisor, Director of Student Services or Secretary-Treasurer/CFO must approve the reduced short-list.

Interview questions will be based on recruitment criteria for the position.

Criminal Record Check and Child Abuse Registry

Clear criminal record and abuse checks are required of all employees of the school division. Prior to an offer of employment the potential candidate needs to complete a Criminal Record/Vulnerable Sector Check and Child Abuse Registry Declaration of Candidates and Annually for Volunteers.

Committee Recommendation of Support Staff Candidate

The hiring supervisor shall complete the Division's recommendation for employment package for the selected candidate and forward it to the Human Resources Manager.

The recommendation for employment package is to include:

- Recommendation to Hire/Assignment Change Form
- Reference Forms - Three (3) references for external candidates and one reference (1) for internal candidates



- Interview guides used by each interviewer for each candidate interviewed

Superintendent/CEO Approval of Recommendation for Employment

Approval of recommendation for employment is the responsibility of the Superintendent/CEO.

Superintendent/CEO approval of recommendations for employment will be processed as follows:

- Human Resources Manager reviews recommendation package and forwards it to Superintendent/CEO for review and approval.
- Superintendent/CEO will reviews the recommendation for employment package and either approves the recommendation for employment, requests further information regarding the recommendation for employment, or does not accept the recommendation for employment.

If the Superintendent/CEO does not accept a recommendation of employment, the Principal, Transportation Supervisor, Facilities Supervisor, Direct of Student Services and Secretary-Treasurer/CFO will be advised of the reasons and the Principal, Transportation Supervisor, Facilities Supervisor, Director of Student Services and Secretary-Treasurer/CFO has the right to request a reconsideration meeting with the Superintendent/CEO. The Superintendent/CEO may reconsider his/her original decision after the meeting with the above.

Offer of Employment with PRSD

Once the recommendation for hire has been approved by the Superintendent/CEO, the Human Resources Manager will send an email to the hiring supervisor advising he/she can offer employment to the recommended candidate. All official offers of employment for support staff will come from the hiring supervisor; he/she will contact the recommended candidate and offer the employment opportunity to the candidate.

Once the candidate's accepts the offer of employment from the hiring supervisor; he/she will notify (via email) the Superintendent/CEO or designate that the candidate has accepted the verbal offer of employment.

Upon notification of the recommended candidate's acceptance of the offer of employment, the hiring supervisor shall notify the non-successful candidates that the competition has been completed and that position has been offered and accepted by another candidate.

Upon notification of the recommended candidate's acceptance of the offer of employment, the Human Resources Manager will ensure the Division's employment/contract package is completed and sent.