

PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

POLICY GBA – Certificated Staff Employment

The Board is committed to the consultative process in determining certificated staffing ratios.

The Board assigns responsibility for selection and appointment of certificated staff to persons it believes to be the most knowledgeable about the requirements for the particular positions.

GUIDELINES & PROCEDURES

1. The Board will establish certificated staffing formula that will be used to staff schools.
2. In the event the Board intends to increase the per pupil/teacher ratio used in staffing schools, it will meet with the Administrators' Council to discuss the implications of such an increase before implementation
3. The Board delegates to the Superintendent or designate the responsibility and authority to recruit, select, and appoint:
 - a) teachers to the certificated staff of the jurisdiction as per section 98-103 of the School Act;
 - b) Vice Principals on a year-to-year basis.
4. The Superintendent has the authority to designate the initial placement of teachers. Under the Superintendent's authority, Principals have the responsibility for assignment of teaching duties within a school. Principals shall consult with the Superintendent (or designate) regarding specialized staff assignments (special education, second language, etc.)
5. The Board expects the Superintendent:
 - a) to involve school based administrators in the selection of school based personnel;
 - b) may have a representative of School Council present to act in an advisory capacity in the selection of a principal;
 - c) to post all vacant certificated staff positions internally and externally as required.
6. The Board expects teachers to indicate their request for transfers to another school for any suitable position that may occur on the "Teacher Intent Form" which is sent out by February 28 each year. Principals will be advised of all transfer requests and are directed to consider these requests before considering outside applicants. Late transfer requests will not receive priority over new applicants.
7. Requests for changes in grade level/subject area assignments within a school are to be the responsibility of the Principal. Changes in specialty positions such as special

education or second language must receive prior approval of the Superintendent (or designate).

8. Part time staff who request full-time assignments shall receive the same consideration as transfer requests. Any increase in continuous part-time contracts which changes a part-time assignment to a full-time assignment will be on a probationary basis.
9. Principals shall provide a recommendation to the Superintendent to indicate whether or not a teacher on a probationary contract should be offered a continuous teaching contract. This shall be done when possible not later than April 1 of each year. The Principal shall forthwith inform the teacher of the recommendation provided to the Superintendent. Teachers who have received unfavorable recommendations and who subsequently do not receive a continuous contract may discuss other teaching opportunities with the Superintendent and/or apply for positions which may be advertised.
10. Probationary, temporary, and interim contracts expire on dates as specified in contract.
11. Principals/Vice Principals
 - a) Teachers in the employ of the jurisdiction may be designated or appointed to administrative positions.
 - b) Designations as Principals will be on a three year term basis with a one year probationary period with a term assignment to a specific school. The length of the term assignment to a school will be at the discretion of the Board.
 - c) The Board may appoint Principals/Vice Principals on an acting basis at its discretion.
 - d) Notice by the Board must be given by May 30 if it intends to terminate the designation in the probationary year.
 - e) No later than March 31st of the year prior to the expiration of the term designation, the Board shall advise the Principal/Vice Principal whether or not a new contract is to be offered. If notice is not given, the contract shall be deemed to be extended one year in the event a new contract is not offered.
 - f) Vice Principals will be appointed on a year to year basis by the Superintendent.
 - g) The Superintendent shall submit recommendation on behalf of the Board interview committee for final approval by the Board.

VACANCY	INTERVIEW TEAM	PLACEMENT	APPOINTMENT APPROVE BY
Professional Staff	Principal &/or Superintendent	Principal	Superintendent
Vice Principal	Principal &/or Superintendent	Principal	Superintendent
Principal	Ad Hoc Committee, Superintendent, Local Board Trustee, School Staff Member, School Council Representative	Superintendent	Superintendent

REFERENCES

Cross References: links to

Legal Reference: School Act RSA 2000 Section 60

BM#: 145-96; 93-03