

# PEACE WAPITI PUBLIC SCHOOL DIVISION NO. 76

## **POLICY GC – Professional Staffing**

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

**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. Teachers are hired by the district and assigned to a position.**

### **PURPOSE**

To provide a process for the allocation of professional staff.

### **GUIDELINES & PROCEDURES**

1. As part of the budget approval process the certificated staffing formula, will be acknowledged by the Board in an Information Item at a Board Meeting.
2. Significant changes to staffing formula will involve consultation with Administrators.
3. The Superintendent will:
  - a) post vacant certificated staff positions internally and externally as required;
  - b) involve school based administrators in the selection of school based personnel including annual appointment of vice principal;
  - c) designate the placement of teachers:
    - i) 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. Any recommendation for a continuous contract will be accompanied by a written evaluation. This should be completed by May 15 of each year.
  - d) designate the responsibility for the assignment of teaching duties within a school to the Principal:
    - i) Requests for changes in grade level/subject area assignments within a school are to be the responsibility of the Principal.
4. Principals
  - a) Principal designations 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 Superintendent.
  - b) The Superintendent may appoint Principals on an acting basis at his/her discretion.
  - c) No later than March 31st of the year prior to the expiration of the term designation, the Board shall advise the 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.

5. Vice Principals

- a) The Superintendent may appoint Vice Principals on an acting basis at his/her discretion.
- b) Vice Principals will be appointed on a year to year basis by the Superintendent in consultation with the Principal. Evaluation of the Vice-Principal shall be the responsibility of the Principal.

6. Interview Process:

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

7. To facilitate specific site requirements, staff may be transferred. District needs, employee qualification (training and experience), and employee interest will be considered.

8. Reasonable moving costs for employer initiated transfers will be reimbursed:

- a) if the new assignment is more that 50 kilometers from the staff member’s current residence;
- b) only if the staff member moves closer to the new assigned placement within 1 year of new school assignment start date;
- c) Reasonable moving costs shall be interpreted to be the lowest of three bids from certified moving companies:
  - i) for loading, transporting and unloading only;
  - ii) packing and unpacking are excluded; and
  - iii) insurance for breakage will be included.

- d) Costs of disconnection and reconnection of utility services will be included.
  - e) Receipts will be required for reimbursement and must be submitted within 3 months of the move
9. Contracts and program needs will be considered if a reduction in professional staff is required.

**REFERENCES**

**Cross References:** links to

**Legal Reference:** School Act RSA 2000

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