

Division HUMAN RESOURCES	Policy Series 700	Policy # 700.11
Subject SUPPORT STAFF / STUDENT ASSISTANTS SELECTION AND PLACEMENT	Replaces	
Responsible Authority <ul style="list-style-type: none"> DIRECTOR OF EDUCATION ASSISTANT DIRECTOR (HUMAN RESOURCES) 	Date Approved March 7, 2011	
	Effective Date April 6, 2011	
<i>Date Reviewed</i>	<i>Date Revised</i>	

700.11(1) Policy Name

Recruitment, Selection, Assignment and Reassignment of Support Staff and Student Assistants.

700.11(2) Policy Statement

700.11(2.1) The Director of Education shall ensure a timely, effective and equitable hiring process for the recruitment, selection, assignment and reassignment of non-teaching staff, to ensure that the most suitable and qualified candidates are hired.

700.11(2.2) The Assistant Director of Education (Human Resources) shall ensure that there is an annual review of the staffing process, including a select audit of completed job competitions, to ensure compliance.

700.11(3) Policy Rationale/Purpose

NCSD believes that the quality of its educational programming is directly related to the caliber of its teaching, administrative and support staff.

Under Section 75 of *The Schools Act, 1997*, Nova Central School District has the authority to effectively manage the operations of the schools in the district. This policy and related procedures outlines the process followed by the district when recruiting, selecting, assigning and reassigning support staff and student assistants. Selection and assignment to positions are subject to any relevant articles of the NAPE Provincial Collective Agreement(s).

700.11(4) References

- 700.11(4.1) *The Schools Act, 1997*
- 700.11(4.2) *Article 23, NAPE Collective Master Collective Agreement*
- 700.11(4.3) *Article 13, NAPE Student Assistants Collective Agreement*
- 700.11(4.4) Newfoundland and Labrador Human Rights Code
- 700.11(4.5) Employment Standards Act
- 700.11(4.6) Access to Information and Protection of Privacy Act
- 700.11(4.7) NCSD Policy 700.5: Conflict of Interest

700.11(5) Scope

This policy governs the hiring and deployment of all support staff and student assistants in Nova Central School District.

700.11(6) Roles and Responsibilities

Responsible Division: **Human Resources**

- 700.11(6.1) The **Assistant Director of Education (Human Resources)** shall be responsible for the implementation, monitoring and revision of this policy.
- 700.11(6.2) The **Assistant Director of Education (Human Resources)** or designate, in conjunction with the Director of Education, shall be responsible for establishing the job specifications for positions and required qualifications of candidates.
- 700.11(6.3) **All Personnel** involved in the hiring process shall be responsible for applying the district's policies and procedures when selecting and deploying support staff and student assistants.

700.11(7) Procedures

- 700.11(7.1) Guiding Principles**
- 700.11(7.2) District Communications**
- 700.11(7.3) Recruitment and Screening**
- 700.11(7.4) Selection and Assignment**
- 700.11(7.5) Employee Information**

700.11(8) Review

This policy shall be reviewed every two years.

700.11(9) School Policy

Schools and school district offices shall follow the district policy with respect to the employment of support staff and student assistants.