

Division HUMAN RESOURCES	Policy Series 700	Policy # 700.3
Subject Recruitment, Selection, Assignment and Reassignment of Teaching Staff	Replaces Policy 700.3 approved January 4, 2010	
Responsible Authority <ul style="list-style-type: none"> • CEO/DIRECTOR OF EDUCATION • ASSISTANT DIRECTOR (HUMAN RESOURCES) 	Date Approved January 4, 2010	
	Effective Date February 1, 2010	
Date Reviewed <i>June 29, 2012</i>	Date Revised June 29, 2012	

700.3(1) Policy Name

Recruitment, Selection, Assignment and Reassignment of Teaching Staff

700.3(2) Policy Statement

- 700.3(2.1) The Director of Education shall apply currently modern standards when recruiting, selecting, assigning and reassigning teaching staff for positions with Nova Central School District.
- 700.3(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.

700.3(3) Policy Rationale/Purpose

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, including the organization and administration of primary, elementary, intermediate and high school education.

This policy and related procedures outlines the process followed by the district when recruiting, selecting, assigning and reassigning teaching staff. The process is implemented in accordance with the currently modern standards provision of the Provincial Collective Agreement, which states that "*the basic criteria for selection of teachers shall be competence, suitability and qualifications as assessed by the School Board.*"

700.3(4) References

The Schools Act, 1997

Article 6 of the Provincial Collective Agreement

Article 9 of the Provincial Collective Agreement

Policy 700.5: Conflict of Interest, Nova Central School District

700.3(5) Scope

This policy governs the hiring and deployment of all teaching staff including teachers, program specialists, student support services staff and school administrators in Nova Central School District.

700.3(6) Roles and Responsibilities

Responsible Division: **Human Resources**

- 700.3(6.1) The **Assistant Director of Education (Human Resources)** shall be responsible for the implementation, monitoring and revision of this policy.
- 700.3(6.2) The **Assistant Director of Education (Human Resources)** or designate, in consultation with the Director of Education, shall be responsible for determining the currently modern standards.
- 700.3(6.3) **All Personnel** involved in the hiring process shall be responsible for applying the currently modern standards when selecting and deploying teaching staff.

700.3(7) Procedures

700.3(7.1) Guiding Principles

700.3(7.2) Recruitment

700.3(7.3) Selection

700.3(7.4) Job Categories

700.3(7.5) Assignment

700.3(7.6) Transfer, Reassignment and Redundancy

700.3(7.7) Employee Information

700.3(8) Definitions

- 700.3(8.1) Currently Modern Standards is defined by the CEO/Director of Education as reasonable criteria against which the overall abilities of a teacher are judged to determine his/her compatibility with the current requirements of a position.
- 700.3(8.2) Redundant Position is a position that is no longer required for programming at a given school/work site.
- 700.3(8.3) Transcript is defined as an official academic record issued by a post secondary institution.

700.3(9) Review

This policy shall be reviewed every two years.

700.3(10) School Policy

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