

## **SUPPORT STAFF**

### **Background**

Support staff members are a vital component of the educational programs and services provided to students. As a component of the educational team, support staff members are expected to demonstrate their Catholic faith, follow a personal life style that is exemplary to students, parents, staff and community, both at school and in the community, and to recognize the uniqueness of every student in the school.

### **Procedures**

1. In recruiting support staff, the following criteria shall be considered:
  - 1.1 Commitment to Catholic education and to the Division's philosophy, mission and beliefs;
  - 1.2 Needs of Division students, and program needs, as perceived by Division administrative personnel;
  - 1.3 Provisions of current terms and conditions of employment;
  - 1.4 Candidate interests, knowledge, education, ability and skills;
  - 1.5 Candidate suitability and compatibility based upon past performance and experience; and
  - 1.6 Willingness to continue professional development growth.
2. In deploying and, when necessary, transferring support staff members, the following criteria shall be considered:
  - 2.1 Student and program needs as perceived by Division administrative personnel;
  - 2.2 Provisions of current Support Staff Collective Agreement or Terms and Conditions of Employment;
  - 2.3 Experience, interests and training of support staff members;
  - 2.4 Staff request; and
  - 2.5 Recommendation of the Supervisor.
3. Transfers of currently employed support staff members will be considered before appointments are made from outside candidates.
4. The Superintendent is responsible for coordinating the transfer of all Division support staff members.

5. Support staff members may appeal transfers to the Superintendent or designate.

Reference: Section 18, 20, 60, 61, 113, 116, 117 School Act  
Employment Standards Code  
Labour Relations Act

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