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**HORIZON SCHOOL DIVISION****POLICY HANDBOOK**

**Policy Code:** GA  
**Policy Title:** Hiring of Personnel  
**Cross Reference:** GAA,  
**Legal Reference:** *Education Act Part 7*  
**Adoption Date:** February 26, 1997  
**Amendment or Re-  
affirmation Date:** June 24, 1998  
Jan. 16, 2018

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**POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION EXPECTS EMPLOYEES TO UTILIZE A SYSTEMATIC AND JUSTIFIABLE PROCESS TO HIRE THE BEST QUALIFIED INDIVIDUALS FOR EACH POSITION.

**GUIDELINES**

1. The Superintendent shall be hired by the Board. Division employees and School Councils shall be provided an opportunity to contribute to the profile used as part of the hiring process.
2. Central Office administrators shall be hired by the Superintendent with input from the Board. The senior administrative leadership team and school principals shall be provided an opportunity to contribute to the profile used as part of the hiring process.
3. Associate Superintendent of Finance and Operations shall be considered the jurisdiction Secretary Treasurer.
4. Principals shall be hired by the Superintendent with input from the Board. School employees and School Councils shall be provided an opportunity to contribute to the profile used as part of the hiring process.
5. Individuals occupying the Vice-Principal or Assistant Principal position shall be appointed by the Superintendent in consultation with the principal.
6. Teachers shall be hired by the Superintendent on the recommendation of the school Principal. School employees and School Councils shall be provided an opportunity to contribute to the profile used as part of the hiring process.
  - 6.1. Principals shall work under the direction of the Associate Superintendent of Programs and Human Services when recruiting and filling teacher positions.
7. School Support staff shall be hired by the Superintendent on the recommendation of the school Principal.
8. Non-school support staff shall be hired by the Superintendent on the recommendation of the immediate supervisor.
9. Substitutes or casual staff shall be pre-approved by the Superintendent. School Principals may utilize pre-approved substitutes or casual staff as needed.

## **Policy GA - Hiring of Personnel – Continued**

10. Contract staff shall be hired by the Superintendent on the recommendation of the immediate supervisor.

### **REGULATIONS**

1. The principal or immediate supervisor in the case of non-school staff shall work with the Superintendent or designate to identify and define required positions.
2. The principal or immediate supervisor in the case of non-school staff shall work with the Superintendent or designate to develop a profile, which shall include criteria upon which the selection will be based.
3. The principal or immediate supervisor in the case of non-school staff shall work with the Human Resources department to advertise:
  - 3.1. as per the Collective Agreement; and
  - 3.2. in local or regional papers at the discretion of principal or immediate supervisor in the case of non-school staff; and
  - 3.3. on the Horizon School Division website and any applicable on-line recruitment provider deemed appropriate
4. The principal or immediate supervisor in the case of non-school staff shall screening candidates. The principal or immediate supervisor in the case of non-school staff, may include members of the interview committee to assist in screening.
  - 4.1. Screening shall include:
    - 4.1.1. collection of data and reference checks; and
    - 4.1.2. preparation of a short list of candidates.
5. Interviewing of all short-listed candidates shall be carried out by the interview committee.
6. Employment offers will be made to teachers by the Associate Superintendent of Programs and Human Services with Superintendent approval.
7. Employment offers will be made to support staff by the principal or immediate supervisor in the case of non-school staff with final approval being provided by Superintendent.
  - 7.1. Before final confirmation of employment, the successful candidate shall be required to provide a Police Information Check.
    - 7.1.1. Any costs incurred for this security check will be the responsibility of the employee.
8. The Board shall be kept informed of all staff hiring.