

Administrative Procedures Manual	Administrative Procedure 440
	Non-Instructional Staff
	APPROVED: September 2013
Page 1 of 1	AMENDED/REVIEWED: June 2019, September 2019, August 2022
LEGAL REFERENCE:	Section 52, 53, 68, 196, 197, 222, 225 Education Act Employment Standards Code Labour Relations Act

Background

Non-instructional staff members are a vital component of the educational programs and services provided to students. As a component of the educational team, non-instructional staff members are expected to demonstrate the competencies required in their positions, and to support Division services to recognize the uniqueness of every student in the school.

Procedures

1. In recruiting non-instructional staff, the following criteria shall be considered:
 - 1.1 Commitment to the Division’s mission and guiding principles;
 - 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 non-instructional staff members, the following criteria shall be considered:
 - 2.1 Student and program need as perceived by Division administrative personnel;
 - 2.2 Provisions of current Non-Instructional Staff Terms and Conditions of Employment, if applicable;
 - 2.3 Experience, interests and training of non-instructional staff members;
 - 2.4 Staff request; and
 - 2.5 Recommendation of the Principal.

3. Transfers of currently employed non-instructional staff members will be considered before appointments are made from outside candidates.

4. The Director of Inclusive Learning, or designate, and the Director of Human Resources are responsible for coordinating the transfer of all Educational Assistants within the Division. All other transfers of non-instructional personnel shall be facilitated by their immediate supervisor working in conjunction with Division leadership and the HR department.