

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 support the Catholic faith, follow a personal lifestyle 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. The following criteria will be considered in the recruitment of support staff:
 - 1.1 Commitment to Catholic education and to the Division's philosophy, mission and beliefs;
 - 1.2 Needs of students, and program needs, as defined and administered in the Division;
 - 1.3 Provisions of the current collective agreement; in applicable situations
 - 1.4 The candidate's interests, knowledge, education, ability, skills performance and experience with the Division; and
 - 1.5 Commitment to lifelong learning and professional growth.
2. In deploying and, when necessary, transferring support staff members, the following criteria shall be considered:
 - 2.1 Student and program needs defined and administered in the Division;
 - 2.2 In applicable situations the provisions of current Support Staff Collective Agreement or Exempt Staff Conditions of Employment.
 - 2.3 Directly relevant experience, interests and training
 - 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 or designate is responsible for coordinating the transfer of all

Division support staff members.

5. Support staff members may appeal transfers to the Superintendent or designate.
6. The Employer shall notify the President of the CUPE Local of the name of the successful applicant appointed to a vacant or newly created position in the bargaining unit
7. Successful applicants will sign form 408-1 Support Staff Conditional Offer of Employment
8. The Senior Administration shall select support staff for central office.

Forms:

Form 408-1 – Support Staff Application

Form 408-2 Support Staff Conditional Offer of Employment

Reviewed/Revised: March 2016 April 2020 September 2024

Reference: Education Act, SA 2012, c E-0.3, ss. 33, 52, 53, 68, 196, 197, 204, 222, 225
 Employment Standards Code
 Labour Relations Act
 Collective Agreement
 Elk Island Catholic Schools