

## **CLASSIFIED STAFF**

### **Background:**

Classified staff members are a vital component of the educational programs and services provided to students. As a component of the educational team, classified 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 classified staff, the following criteria shall be considered:
  - 1.1. student and program needs, as perceived by Division administrative personnel;
  - 1.2. provisions of current terms and conditions of employment;
  - 1.3. candidate interests, knowledge, education, ability and skills;
  - 1.4. candidate suitability and compatibility based upon past performance and experience; and
  - 1.5. willingness to continue professional development growth.
2. In deploying and, when necessary, transferring classified staff members, the following criteria shall be considered:
  - 2.1. student and program needs as perceived by Division administrative personnel;
  - 2.2. experience, interests and training of classified staff members;
  - 2.3. staff request;
  - 2.4. recommendation of the principal; and
  - 2.5. provisions of the current [Classified Handbook](#).

### **Reference:**

Section 52, 53, 68, 196, 197, 222, 225 *Education Act*  
Employment Standards Code  
*Labour Relations Act*