

## **Pine Creek School Division – Staff Selection and Recruitment**

**Regulation:** GCF-RC

**Approval Date:** April 23, 1996

**Resolution #:** 203

**Revision Date:** Rev 26 June 01 (314); Rev 25 May 04 (190); Rev 9Nov 04 (79) Rev 01 Dec 10; Rev 10 Dec 13 (71); Rev 24 May 2016 (203)

<b>Position</b>	<b>Responsible for writing the posting<sup>1</sup></b>	<b>Applications to be directed to<sup>2</sup></b>	<b>Short listing and Reference checking by</b>	<b>Interviewed by<sup>3</sup></b>	<b>Evaluated by</b>	<b>Person Authorized to Offer the position<sup>4</sup></b>
Superintendent	Board Chair	Board Chair	Chair and Board or Ad Hoc Committee	Board	Board	Board Chair
Secretary-Treasurer	Board Chair	Board Chair	Chair and Board or Ad Hoc Committee	Board	Board	Board Chair
Student Services Coordinator	Superintendent	Superintendent	Superintendent	Superintendent and Board or Ad Hoc Committee	Superintendent	Superintendent
Maintenance Coordinator	Secretary-Treasurer	Secretary-Treasurer	Secretary-Treasurer	Secretary-Treasurer and Board or Ad Hoc Committee	Secretary-Treasurer	Secretary-Treasurer
Transportation Coordinator	Secretary-Treasurer	Secretary-Treasurer	Secretary-Treasurer	Secretary-Treasurer and Board or Ad Hoc Committee	Secretary-Treasurer	Secretary-Treasurer
Manager of Information Technology	Superintendent	Superintendent	Superintendent	Superintendent and Board or Ad Hoc Committee	Superintendent	Superintendent
Principals, Vice Principals	Superintendent	Superintendent	Superintendent	Superintendent and Board or Ad Hoc Committee	Superintendent	Superintendent
Teachers <sup>5</sup>	Superintendent and Principal	Principal	Superintendent and Principal	Superintendent, Principal, Staff as designated by Superintendent	Principal and Superintendent	Principal
Resource/Special Education Teachers	Student Services Coordinator, Superintendent and Principal	Principal	Student Services Coordinator, Superintendent and Principal	Student Services Coordinator, Superintendent and Principal	Principal and Superintendent	Principal
Clinicians <sup>5</sup>	Student Services Coordinator	Student Services Coordinator	Student Services Coordinator, Superintendent	Student Services Coordinator, Superintendent	Student Services Coordinator	Student Services Coordinator

<b>Position</b>	<b>Responsible for writing the posting<sup>1</sup></b>	<b>Applications to be directed to<sup>2</sup></b>	<b>Short listing and Reference checking by</b>	<b>Interviewed by<sup>3</sup></b>	<b>Evaluated by</b>	<b>Person Authorized to Offer the position<sup>4</sup></b>
Educational Assistants, Educational Support Workers	Student Services Coordinator and Principal	Student Services Coordinator	Student Services Coordinator and Principals	Student Services Coordinator and Principals	Principal	Student Services Coordinator
Library Clerks	Principal and Student Services Coordinator	Principal	Student Services Coordinator or designate and Principals	Student Services Coordinator or designate and Principals	Principal	Principal
School Administrative Assistants	Principal, Secretary-Treasurer	Principal	Principal, Secretary-Treasurer, Human Resources Assistant	Principal, Secretary-Treasurer, Human Resources Assistant	Principal and Secretary-Treasurer	Principal
Finance /Administration Staff	Secretary-Treasurer	Secretary-Treasurer	Secretary-Treasurer and Superintendent or designate	Secretary-Treasurer and Superintendent or designate	Secretary-Treasurer	Secretary-Treasurer
Maintenance Assistant	Maintenance Coordinator	Maintenance Coordinator	Maintenance Coordinator, Secretary-Treasurer or designate	Maintenance Coordinator, Secretary-Treasurer or designate	Maintenance Coordinator	Maintenance Coordinator
Custodial Staff	Maintenance Coordinator and Principal	Maintenance Coordinator	Maintenance Coordinator, Principal	Maintenance Coordinator, Principal	Principals	Maintenance Coordinator
Head Mechanic	Transportation Coordinator	Transportation Coordinator	Transportation Coordinator, Secretary-Treasurer or designate	Transportation Coordinator, Secretary-Treasurer or designate	Transportation Coordinator	Transportation Coordinator
Assistant Mechanic	Transportation Coordinator	Transportation Coordinator	Transportation Coordinator, Secretary-Treasurer or designate	Transportation Coordinator, Secretary-Treasurer or designate	Transportation Coordinator	Transportation Coordinator
Bus Drivers	Transportation Coordinator	Transportation Coordinator	Transportation Coordinator, Secretary-Treasurer or designate	Transportation Coordinator, Secretary-Treasurer or designate	Transportation Coordinator	Transportation Coordinator

<sup>1</sup> Persons responsible for writing the posting should consult with the Human Resources Assistant to ensure the posting is consistent with the current division format.

<sup>2</sup> Applications will be directed to the person listed, but will always be sent c/o Pine Creek School Division, P.O. Box 420 Gladstone, MB, R0J 0T0, Phone: (204) 385-2216, Fax: (204) 385-2825, Email: [pcsd@pinecreeksd.mb.ca](mailto:pcsd@pinecreeksd.mb.ca)

<sup>3</sup> The interview committee may be expanded in specific circumstances with the agreement of administrator(s) and committee members.

<sup>4</sup> Person authorized to offer the position does so according to the decisions of the interview committee.

<sup>5</sup> While trustees will generally not be involved in teacher and clinician interviews, the Board reserves the right to appoint a trustee to any teacher or clinician interview committee.