



Pine Creek School Division believes student learning is impacted most significantly by recruiting and supporting dedicated and effective staff. The Board recognizes that Human Resources are critical in meeting the diverse needs of students and supporting the Division Vision, Mission, Values, and Strategic Directions. The Board values the dedication, professional contributions, achievements, and performance of Division staff that are committed and engaged in supporting and advancing student learning and achievement, the Division's reputation, and public support for education. Pine Creek School Division employees will be recognized annually by the Board of Trustees.

Pine Creek School Division is committed to human resource management practices that:

- Meet all legislated requirements, collective agreements and terms and conditions of employment, and consider current and future Division needs, fiscal responsibility, and organizational health;
- Utilize effective recruitment and selection procedures that are based on merit and qualifications;
- Have clearly defined roles through the use of job descriptions;
- Support staff through ongoing professional development;
- Utilize effective and clearly defined evaluation procedures that improve instruction, promote professional growth and support the Division Strategic Plan;
- Ensure continuity of instruction and Division services are maintained;
- Promote positive, safe, and respectful working environments that foster collaborative and responsible behaviour and reflects the diversity of our community; and
- Achieve desired outcomes in an ethical, efficient and effective manner.

The Board approves the Administrative Structure for the School Division, plans for and selects Senior Administration positions: Superintendent/CEO and Secretary-Treasurer.

- The Board of Trustees are responsible for the hiring of the Superintendent and Secretary-Treasurer positions.
- In consultation with the Superintendent/CEO, review the job descriptions and employment contracts of Senior Administration as required.

The Board of Trustees delegates to the Superintendent/CEO, the responsibilities of recruitment and selection of all school division staff, and grants the Superintendent/CEO, the authority to employ and assign all employees in this regard.

Adopted: