

POLICY GC – Professional Staffing

The Board is committed to the consultative process in determining certificated staffing formulas.

The Board assigns responsibility for selection and appointment of certificated staff to persons it believes to be the most knowledgeable about the requirements for the particular positions. All certificated staff contracts are with Peace Wapiti Public School Division.

PURPOSE

To provide a process for the allocation of professional staff.

GUIDELINES & PROCEDURES

1. As part of the budget approval process, the certificated staffing formula will be acknowledged by the Board in an Information Item at a Board Meeting.
2. Significant changes to the staffing formula will involve consultation with Administrators.
3. The Superintendent or designate:
 - a) Will publicly post vacant certificated staff positions as required;
 - b) Will involve school-based administrators in the selection of school-based personnel, including the appointment of the Assistant Principal;
 - c) May designate responsibility, as appropriate, to school-based Principals to engage in the selection of school-based personnel, including the appointment of the Assistant Principal;
 - d) Will designate the placement of teachers:
 - i) Principals shall provide a recommendation to the Superintendent to indicate whether a teacher on a probationary contract should be offered a continuous teaching contract. Any recommendation for a continuous contract will be accompanied by a written evaluation. This should be completed by May 15 of each year.
 - e) Will designate the responsibility for the assignment of teaching duties within a school to the Principal:
 - i) Requests for changes in grade level/subject area assignments within a school are to be the responsibility of the Principal.
4. Principals
 - a) Principal designations will consist of term designations, not greater than five (5) years in total. The first year will be a one-year term with an evaluation. Upon successful evaluations, the subsequent term(s) will not exceed 5 years total. Evaluations will be completed as needed but, at minimum, in the first and fifth

- year. After five years, a principal designation is considered continuous. The length of the term assignment to a school will be at the discretion of the Superintendent.
- b) The Superintendent may appoint principals on an acting basis at his/her discretion.
 - c) No later than April 30th of the school year prior to the expiration of the term designation, the Superintendent shall advise the Principal whether or not a new contract is to be offered.
 - d) Ongoing supervision is the responsibility of the Superintendent or designate.
5. Assistant Principals
- a) The Superintendent may appoint Assistant Principals on an acting basis at his/her discretion.
 - b) The Principal shall ensure that Assistant Principals are evaluated in the first year of their assignment to the same school. Upon a successful evaluation, an Assistant Principal will be offered additional term(s) not to exceed five years. Subsequent evaluations shall be completed as needed, but at a minimum in the fifth year.
 - c) The Principal will make recommendations regarding Assistant Principal contracts to the Superintendent or designate, in accordance with policy timelines.
 - d) Ongoing supervision is the responsibility of the Principal.
6. Interview Process:
- The Superintendent will maintain a consistent process for selecting new principals that will protect the privacy of the interviewees while ensuring input from applicable parties.
7. The Superintendent may, at any time during a school year, transfer a teacher. Such transfers will be done in compliance with Section 212 of the [Education Act](#).
- a) If a teacher objects to a district-initiated transfer, they may make a written request for a hearing before the board by following the process outlined in Section 212(3) of the Education Act.
8. Teachers that are relocating due to a district-initiated transfer and, as a result they are experiencing a drive of an additional 50 km from their residence one-way or have total drive of more than 75 km one-way, may apply for Board-determined eligible relocation expense reimbursement not exceeding \$4000.00;
9. Contracts and program needs will be considered if a reduction in professional staff is required.

REFERENCES

Cross References:

[*Exhibit 1 - GCD-APM – Procedure for Selecting New Principals*](#)

Legal Reference: [*Education Act*](#), section 212

BM#: 20100930.1009; 20150219.1007, 20170223.1015; 20181129.1009;
BM20220526.1005; BM20250220.1011; BM20260115.1009

Next Review: 2028/2029