

## STAFF DEPLOYMENT – SUPPORT

### Background

Appropriate deployment of support staff is a major factor in delivering quality educational programs. Deployment is inclusive of determinations to be made concerning which staff to recall in a new school year and transfers of support staff to meet evolving Division needs which may be necessary to facilitate effectively and efficiently staff schools.

Changes to support staff deployment may be undertaken when school, program, student or staff needs warrant.

### Procedures

1. In deploying support staff, any or all of the following criteria will be considered in no particular order:
  - 1.1 Student and program needs;
  - 1.2 Provisions of the current terms of employment;
  - 1.3 Qualifications of support staff members;
  - 1.4 Seniority of staff members with the Division;
  - 1.5 Staff request; and
  - 1.6 Principal recommendations.
2. In making determinations of which support staff to recall in a new school year, the principal will be guided by a merit-based standard. If, and only if, two or more individuals demonstrate equal aptitude and ability relative to the assignment will employees be recalled in the order of school-level seniority.
3. Transfers of currently employed support staff will be considered before external appointments are made.
4. The Superintendent is responsible for:
  - 4.1 The transfer of all Division support staff;
  - 4.2 Establishing specific administrative procedures to be followed when transferring staff; and
  - 4.3 Ensuring appeal procedures are available for support staff members who have been transferred.