

## Administrative Procedure 440

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### SUPPORT STAFF

#### Background

Support staff members are a vital component of the educational programs and services provided to students. As a component of the educational team, support staff members are expected to demonstrate their Catholic faith, follow a personal life style that is exemplary to students, parents, staff and community, both at school and in the community, and to recognize the uniqueness of every student in the school.

#### Procedures

1. In recruiting support staff, the following criteria shall be considered:
  - 1.1 Commitment to Catholic education and to the Division's philosophy, mission and beliefs.
  - 1.2 Needs of Division students, and program needs, as perceived by Division administrative personnel.
  - 1.3 Provisions of current terms and conditions of employment.
  - 1.4 Candidate interests, knowledge, education, ability and skills.
  - 1.5 Candidate suitability and compatibility based upon past performance and experience.
  - 1.6 Willingness to continue professional development growth.
2. The Superintendent delegates to Principals the authority to recruit, deploy, and evaluate support staff members for Division schools.
3. The Support Staff Terms and Conditions of Employment Agreement outlines detailed procedures with regard to the employment of support staff members.
4. The evaluation and supervision of support staff members shall be undertaken in accordance with the Division's Paraprofessional Growth, Supervision and Evaluation Procedures Manual (Appendix).
5. In deploying and, when necessary, transferring paraprofessional staff members, the following criteria shall be considered:
  - 5.1 Student and program needs as perceived by Division administrative personnel.
  - 5.2 Provisions of current Support Staff Terms and Conditions of Employment.
  - 5.3 Experience, interests and training of support staff members.
  - 5.4 Staff request.
  - 5.5 Recommendation of the Principal.

6. Transfers of currently employed support staff members will be considered before appointments are made from outside candidates.
7. The Superintendent is responsible for coordinating the transfer of all Division support staff members.
8. Support staff members may appeal evaluations of their performance, and transfers, to the Superintendent.

Reference: Section 33, 52, 53, 68, 197, 204, 222, 225 Education Act  
Employment Standards Code  
Labour Relations Code  
Lakeland RCSSD Terms and Conditions of Employment

Administrative Procedure 440 – Appendix

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**PARAPROFESSIONAL GROWTH, SUPERVISION AND  
EVALUATION MANUAL**

**P**ARAPROFESSIONAL

**G**ROWTH

**S**UPERVISION

and

**E**VALUATION

**PROCEDURES MANUAL**



Lakeland Roman Catholic Separate School District No. 150