KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Staffing **Regulation Code: HR-1.0.2**
Section: Human Resources **Policy Code Reference: HR-1.0**

Established: May 21, 2024
Revised or
Reviewed:

This administrative regulation supports Board Policy HR-1.0, Careers, and addresses the following subject areas:

Teacher Staffing – Elementary Schools
Teacher Staffing – Secondary Schools
School Support Staff

1. OBJECTIVE

The goal of this administrative regulation is to ensure elementary and secondary schools are staffed appropriately in accordance with requirements as set out by the Ministry of Education and in compliance with local and central collective agreements.

2. DEFINITIONS

Administrative Regulation
A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

Board
The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Designate
A person authorized to carry out certain and specific tasks on behalf of the Chairpersons, Vice-chairpersons or Director, or other employee, as appropriate.

Employees
All KPR staff members and management personnel, including occasional, temporary and full-time staff.

Policy
A statement of intent, governing principle or end result, adopted by the Board of Trustees in open public session; it is intended to articulate what must be done, the rationale for it and a framework for the system.

Supervisors
Supervisors include all staff at the Board officially or unofficially designated and/or exercising managerial and supervisory responsibilities over staff. This includes superintendents, executive officers, principals, vice-principals, unit managers and others holding similar-type roles.

3. APPLICATION

This administrative regulation applies to all employees of the Board engaged in staffing within the Board.

4. RESPONSIBILITY

4.1 The Superintendent of Human Resource Services, or designate, is responsible for the administration of this administrative regulation.

4.2 The Superintendent of Human Resource Services and Superintendent of Operations are responsible for ensuring that the staffing process is completed in accordance with this administrative regulation.

4.3 Senior administration is responsible for ensuring that the staffing process is completed in alignment with the Board's values and priorities.

4.4 Unions are responsible for participating in the staffing process as required by the applicable collective agreement.

4.5 Principals and vice-principals shall be responsible for ensuring their schools are staffed in accordance with this administrative regulation.

5. PROCEDURE

5.1 Teacher Staffing – Elementary Schools

5.1.1 Elementary schools will be organized in accordance with class size guidelines as required under Section 170.1 of the Education Act and as set out in the elementary teacher Collective Agreement.

5.1.2 Teaching staff shall be allocated to elementary schools in accordance with the terms of the elementary teacher Collective Agreement.

5.1.2.1 In staffing elementary schools for September, administration will consider the placement of surplus teachers and teachers returning from leaves of absence as well as requests from teachers for transfers to other schools and/or divisions before new teachers are hired to satisfy staffing requirements.

5.1.2.2 Teacher assignments will be made with the aim of providing the best possible program and ensuring the safety and well-being of students, and in accordance with the qualifications recorded on the teacher Certificate of Qualification and Registration.

5.1.2.3 At such time as the internal placement process has been carried out to the fullest extent possible, administration will undertake to fill any remaining vacancies with the best qualified candidates available.

5.1.2.4 Administration may utilize such recruitment resources deemed necessary to find appropriately qualified candidates. These resources may include, but are not limited to:

5.1.2.4.1 unsolicited applications,

5.1.2.4.2 Internet sources,

5.1.2.4.3 university recruitment offices, and/or

5.1.2.4.4 advertisements in appropriate print media and electronic media.

5.1.3 The administrative representatives to the System Staffing Committee, as required by the elementary teacher Collective Agreement, will be designated by the Senior Manager responsible for Human Resources, and/or the Superintendent responsible for School Operations (Elementary).

5.2 Teacher Staffing – Secondary Schools

5.2.1 Secondary schools will be organized in accordance with Ministry of Education legislated requirements, and the terms of the secondary teacher Collective Agreement, with specific regard to applicable teacher working conditions and class size guidelines.

5.2.2 Teaching staff shall be allocated to secondary schools based on Ministry of Education legislated requirements and the allocation formula outlined in the secondary teacher Collective Agreement.

5.2.2.1 In staffing secondary schools for September, administration will consider the placement of surplus teachers and teachers returning from leave of absence as well as requests from teachers for transfers to other schools in accordance with the secondary teacher Collective Agreement.

5.2.2.2 Teacher assignments will be made with the aim of providing the best possible program and ensuring the safety and well-being of students, and in accordance with the qualifications recorded on the teacher Certificate of Qualification and Registration.

5.2.2.3 At such time as the internal placement process has been carried out to the fullest extent possible, administration will undertake to fill any remaining vacancies with the best qualified candidates available.

5.2.2.4 Administration may utilize such recruitment resources deemed necessary to find appropriately qualified candidates. These resources may include, but are not limited to:

5.2.2.4.1 unsolicited applications,

5.2.2.4.2 Internet sources,

5.2.2.4.3 university recruitment offices, and/or

5.2.2.4.4 advertisements in appropriate print media.

5.2.3 The administrative representatives to the System Staffing Committee, as required by the secondary teacher Collective Agreement, will be designated by the Senior Manager responsible for Human Resources, and/or the Superintendent responsible for School Operations (Secondary).

5.3 School Support Staff

The allocation of support staff and services (secretarial and clerical, educational assistant, custodial, maintenance, early childhood educators and professionals) will be made by administration based on the funding formula set out by the Government of the Province of Ontario and the Board's approved operating budget.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:
B-3.2, Equity, Diversity and Inclusion
B-3.4, Accessibility for Persons with Disabilities
HR-1.0, Careers

Administrative Regulations:
HR-1.0.1, Recruitment, Hiring and Employment

7. REFERENCE DOCUMENTS

Legislation:
Accessibility for Ontarians with Disabilities Act
Education Act
Human Rights Code