



### **Rationale**

Support staff are accountable to, and under the direct supervision of the principal. As a result of this relationship, the principal has the overall responsibility for the selection and the appointment of all support staff.

### **Policy**

The principal is responsible for the hiring of support staff in consultation with the hiring committee. The hiring process shall be in accordance with procedures established by the superintendent. Successful candidates must commit and adhere to the Catholicity Clause as per their contract.

### **Procedures**

- 1.1. Vacancies will be posted a minimum of two full working days in usual locations.
- 1.2. Applications must be submitted using the approved CISPG Support Staff Application Form
- 1.3. The principal will prepare a list of candidates.
- 1.4. The hiring committee will be composed of:
  - 1.4.1. School Council Chairperson or vice chair
  - 1.4.2. Pastor
  - 1.4.3. Principal
- 1.5. Once the hiring committee has made its decision, the principal will offer the position to the candidate, including details of start date, wages and schedule.
- 1.6. Successful applicants will be required to complete a Criminal Record Check form.
- 1.7. Once the successful candidate has accepted the position, the Superintendent’s Office will prepare a Support Staff contract. The principal will create a Schedule 1 to accompany the contract. These documents along the new hire checklist and paperwork are forwarded to the CISPG payroll office at [payroll@cispg.ca](mailto:payroll@cispg.ca).
- 1.8. Unsuccessful applicants will be notified by the principal.

<b>References:</b>	<b>Date:</b> August 2023
	<b>Revisions:</b>