

Administrative Procedure 440

ROLE OF THE CLASSIFIED STAFF MEMBER

Background

In addition to [Administrative Procedure 400 - Appendix C - Role of the Staff](#), classified staff shall fulfill the expectations that follow.

Procedures

1. Classified staff shall perform the professional duties outlined in their job descriptions as assigned by their supervisor as well as
 - 1.1 Knowing the expectations of their role, the competencies required to be successful and how their work contributes to the Division as a whole; and
 - 1.2 Ensuring that there is sufficient information to complete their job tasks.
2. Responsibilities as Classified staff members include
 - 2.1 Working in a multi-disciplinary way and understanding how their work affects the work of others and team success;
 - 2.2 Understanding how relationships are key to securing success by consistently connecting with colleagues and by actively sharing information;
 - 2.3 Recognizing when there is a conflict and respecting the other point(s) of view while identifying common purpose and differing perspectives -- and raising them for discussion;
 - 2.4 Expressing opinions in a respectful manner when communicating;
 - 2.5 Acknowledging the difference in the roles of colleagues within the work area and where individual responsibility lies in relationship to the common work;
 - 2.6 Proactively seeking advice and support when the department, school or Division priorities change to appropriately assess, prioritize and meet changing demands;
 - 2.7 Upholding the confidentiality of all staff, students and parents; and
 - 2.8 Representing the Division in a professional manner.

Adopted: September 19, 2016
Reviewed/Revised: June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 222, 225
Employment Standards Code
Labour Relations Code