

Administrative Procedure 401

STAFFING GUIDELINES

Background

The goal in staffing schools in the Division shall be to use the financial resources available to provide students with the environment that best meets their needs.

Definitions

F.T.E. for certificated staff means full-time equivalent teacher or 1430 minutes of teaching time per week.

F.T.E. for classified staff means a full-time equivalent staff member or 35 hours of time per week for Unifor and Out of Scope staff members and 40 hours for AUPE staff members.

C.E.U. means credit enrolment unit.

Procedures

1. Certificated Staff Staffing Guidelines

- 1.1 Decisions regarding certificated staffing shall be made at each Division site with a view to instructional grouping, school profiles and needs. Principals shall review and be familiar with the collective agreements applicable to the site, and all staffing decisions shall be made in accordance with the terms of those agreements.
- 1.2 The Division Principals, Leadership Support Services are available for assistance and support to principals in this regard and will review instructional grouping configurations on an as needed basis.

Adopted: April 3, 2000

Reviewed/Revised: April 20, 2004, November 12, 2004, June 19, 2006, May 7, 2007, November 26, 2008, May 19, 2009, May 13, 2011, June 28, 2013, June 30, 2017, September 18, 2018, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 222
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Teaching Profession Act