

Personnel and Employee Relations 7240 Support Staff: Recruiting and Employment	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The School Division Administration Regulations, Part 8, Sec. 42(4) Administrative Application 7200 – Criminal Record Check Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) recognizes the importance of recruiting in order to employ highly qualified support staff that will work to live, practice, and promote Gospel values and Catholic teachings.

Application

The recruitment and employment of support staff in the RCSD is based on the following criteria:

1. Catholic Qualities

Candidates suitable for a support staff position in the RCSD will:

- Display exemplary character and faithful fulfilment of religious obligations.
- Display a readiness, as an ongoing practice, to develop spiritually by participating in staff retreats and other faith development activities offered by the school division.
- Submit a reference from a priest, pastor, elder or parish administrator.

2. Health

Candidates suitable for a support staff positions in the RCSD must meet required physical demands as per specific job duties.

3. Vulnerable Sector Criminal Record Check

Candidates suitable for a support staff position in the RCSD will have provided a Vulnerable Sector criminal record check in accordance with *Administrative Application 7200 – Criminal Record Check*.

4. Skills Assessment

Support staff candidates may be required to complete a range of skills assessments relating to the position or positions applied for.

5. Pressing Necessity

Where circumstances warrant, the Director may forego any of the above criteria in order to secure support services that meet specific needs of students or special assignments.