

## **ASSESSMENT OF REQUESTS FOR ADDITIONAL SUPPORT STAFFING**

### **Background**

When a request for additional staffing is received, from whatever source, the following procedures will be followed at the direction of the Superintendent.

### **Procedures**

1. The Assistant Superintendent and/or Secretary-Treasurer, the Human Resources Officer, the Principal of the school or the appropriate Supervisor will jointly evaluate the request.
2. Following this evaluation, a recommendation will be made to the Superintendent to:
  - 2.1 Accept the request
  - 2.2 Reject the request
  - 2.3 Evaluate the request further.
3. When further evaluation is recommended, this evaluation will include the District personnel appropriate to the request.
  - 3.1 All recommendations made to the Superintendent must be supported by statements based on the best professional judgement of those providing the evaluation.
  - 3.2 Factors considered in making a recommendation may include, but will not be restricted to, past practice, history, demography, the facility, District and school student-teacher ratio, budget, curriculum delivery and special needs.

Reference: Sections 22, 23, 65, 85, 106.2, 106.3, 106.4, 100, 110, 111, 112, 112.1, 113, 114, 115, 117, 118 School Act

Adopted: December 16, 1998

Amended: September 1, 2018