

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 401 – Support Staff Recruitment and Selection</b>	
Related LCSDF AP's		
Form(s)		
References:	The Education Act, 1995 85, 87, 175, 198, 199, 200	
Received by the Board: August, 2020		Update: August, 2020

### **Background**

The Division accepts the responsibility to ensure that support staff employees hired for the Division are highly skilled, committed to Catholic Education and dedicated to fulfilling the foundational statements of the Division.

### **Procedures**

1. Available positions will be advertised within the Division first and if necessary, outside the Division.
2. Factors that will be considered in the selection of personnel are as follows:
  - 2.1 Practicing Catholics that are active in a parish and model Catholic values.
  - 2.2 Commitment to Catholic Education.
  - 2.3 Appropriate training and experience within the scope of the advertised position.
  - 2.4 Achievements and skills sets.
  - 2.5 Ability and qualifications.
  - 2.6 Information obtained from references.
3. Employees must submit a Criminal Record Check with Vulnerable Sector Check from their local RCMP or City Police detachment dated with 180 days from the date of “offer of employment”.