

Administrative Procedure 416

Added: May 2014

DEVELOPMENT OF JOB DESCRIPTIONS FOR CUPE 1825 POSITIONS

Background

Holy Spirit Catholic Schools is committed to working in a collaborative environment whereby job descriptions are developed in consultation between Senior Administration and the union and where revisions to job descriptions are done in a manner where input and feedback are sought.

Procedures

1. New Job Descriptions

- 1.1 When a new position is established, the Deputy Superintendent, in consultation with the Program Supervisor, and if necessary, the Daily Supervisor shall draft the job description for the new position.
- 1.2 The new job description shall include the following:
 - 1.2.1 Job title
 - 1.2.2 Daily Supervisor
 - 1.2.3 Program supervisor
 - 1.2.4 Minimum to Maximum weekly hours of work, or minimum to maximum hours of per work day
 - 1.2.5 Qualifications, including but not limited to:
 - 1.2.5.1 Education, (credentials such as certificates, diplomas, degrees)
 - 1.2.5.2 Technical skills and training
 - 1.2.5.3 Relevant work experience
 - 1.2.5.4 Interpersonal skills
 - 1.2.6 A detailed description of the duties and responsibilities
- 1.3 The new job description shall be circulated to Senior Administration for feedback.
- 1.4 The new job description shall be circulated to the CUPE 1825 Executive for feedback.
- 1.5 Upon completion of the new job description, the job description shall be posted to Human Resources section of the Holy Spirit Catholic Schools website.
- 1.6 No position shall be posted prior to the completion of a job description.

2. Existing **Job Descriptions**

- 2.1 Existing job descriptions may be reviewed on a periodic basis as the need arises.
- 2.2 The Deputy Superintendent, Daily Supervisor, Program Supervisor, or CUPE Executive may initiate a review of an existing job description.
- 2.3 When a review of an existing job description is initiated, an advisory committee shall be established to conduct the review. This committee shall be comprised of:
 - 2.3.1 The Deputy Superintendent, who shall chair the committee
 - 2.3.2 One other member of the Senior Administrative Leadership team
 - 2.3.3 Program Supervisor or designated daily supervisor
 - 2.3.4 CUPE 1825 President or designate
 - 2.3.5 No more than 2 other CUPE 1825 members currently in the job under review
- 2.4 The terms of reference (reason) for the review shall be established at the outset.
- 2.5 The final decision regarding changes to the job descriptions rests with the Superintendent.
- 2.6 No employee currently employed on a permanent basis in a position under review shall be terminated as a result of a change in qualifications.
- 2.7 Revised job descriptions shall be posted to the Human Resources section of the Holy Spirit website.