

Buffalo Trail Public Schools

Staffing Guidelines for Professional Staff



Responsible Administrator

Assistant Superintendent - Human Resources (as designate of the Superintendent)

BTPS Commitment to Fair and Transparent Staffing

Buffalo Trail Public Schools (BTPS) is committed to open, fair, and transparent staffing practices that support our mission:

"Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team."

Our staffing practices ensure:

- Equity & Transparency – Hiring and placement decisions are made through fair and open processes, selecting the most qualified candidates based on experience, skills, and divisional needs.
- Collaboration & Professional Growth – Staff movement, hiring, and transfers support teamwork, continuous learning, and career development, ensuring a highly effective team.
- Accountability & Compliance – Staffing decisions adhere to ethical and professional standards, promoting fair and equitable hiring practices.
- Student-Centered Staffing – Teacher placements prioritize maximizing student learning and ensuring a safe and caring school environment.

By following these principles, BTPS ensures fair, student-focused, and strategic staffing processes while maintaining the highest standards of professionalism.

Purpose

The staffing process at Buffalo Trail Public Schools is designed to support student learning, staff development, and operational efficiency. This process includes structured timelines for hiring, placement, and transfers, ensuring staffing decisions meet the needs of students, schools, and the division.

This Staffing Guide has been developed to fulfill the Employer's commitment to posting a guide to the division website ensuring transparency in staffing processes.

Key objectives include:

- Maximizing student learning through strategic staffing.
- Supporting teacher mobility where beneficial to individuals and schools.
- Providing timely communication regarding staffing changes.
- Aligning staffing with program needs, enrollment trends, and funding.
- Ensuring a highly effective team is in place across all schools.

BTPS is committed to fair, efficient, and structured staffing practices that prioritize students and support staff success.

Recruiting and Applying

All employment opportunities with Buffalo Trail Public Schools are posted online at:

- [BTPS Careers Page](#)
- [ApplyToEducation](#)

All applications must be submitted online via ApplyToEducation. Paper or email applications will not be accepted.

Applicants must submit:

- A cover letter and resume, including their most recent performance evaluation or field experience report.
- Email contact information for three professional references in their ApplyToEducation profile.
- A criminal record check, including a vulnerable sector check, will be required as a condition of employment.

Internal Job Posting Notification

Teachers within the division will be notified at least three (3) calendar days before a job posting is opened to external candidates.

Job postings will be shared with all teachers before external distribution to ensure internal candidates have the opportunity to apply.

In extenuating circumstances, where a position needs to be filled immediately during the school year and time is of the essence, internal notification may be given at the same time as the posting goes live.

Ongoing Hiring for Short-Term and Temporary Positions

Recruitment and hiring for mid-year vacancies will occur on an ongoing basis to ensure continuity of learning and operational efficiency within the school division.

Certified Staffing

The Assistant Superintendent of Human Resources will coordinate the annual staffing process to facilitate teacher hiring, transfers, and placements while ensuring that BTPS maintains a safe, caring, and student-centered learning environment.

Staffing decisions consider:

- Projected student enrollments
- Educational programming and curriculum requirements
- Staffing budgets and funding realities
- School needs and staffing surpluses
- Teacher professional growth and career goals

All hiring and placement decisions will follow open and transparent processes, ensuring fair and equitable selection based on divisional priorities.

Staff-Initiated Transfers

- Teachers will have an annual opportunity to indicate interest in a transfer to another location within the School Division, in accordance with Administrative Procedure 402.7AP – Transfer of Professional Staff.
- Teachers requesting a transfer must apply through open competitions for available positions.
- As part of BTPS's commitment to open and transparent hiring, teachers currently employed within the division who meet the qualifications for a posted position will be granted an interview.
- Selection will be based on program needs and student learning priorities, ensuring fairness and alignment with divisional goals.
- Mid-year transfer requests from existing staff may not be considered unless exceptional circumstances exist.
- Staff-initiated transfers will follow established hiring timelines and procedures to maintain consistency and equity.

Staffing Timelines

February

- Teachers may indicate staffing preferences through a confidential staffing intent form.

March

- Principals submit staffing projections to the Assistant Superintendent of Human Resources.
- Recruitment begins for open call, leadership, and specialty positions.
- Principals collaborate with Human Resources in hiring decisions.

April

- Human Resources follows up with teachers on leave, retirement, or resignation plans.
- By April 30:
 - Human Resources receives evaluation reports for probationary/temporary teachers.
 - Contract recommendation forms are sent to principals.
- Recruitment continues, ensuring accessibility for internal and external candidates.

May

- By early May: Human Resources and principals review staffing surpluses.
- By May 15: Teachers receive written notification of transfers.
- By May 31:
 - Teachers not returning must submit a formal resignation letter.
 - Probationary/temporary teachers may be offered continuing contracts.

June

- Final contract decisions are made for probationary and temporary teachers.
 - Recruitment and hiring continue as needed.
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References

Board Policy:

- 402 Employee Relations

Administrative Procedures:

- 402.7 Transfer of Professional Staff
- 402.11 Staff Evaluation
- 402.13 Professional Staff Reduction
- 402.16 Professional Staff Deployment

Legal References:

- Education Act: Section 212
- ATA Collective Agreement