



MEMORANDUM

Date: 03 May 2011

To: Board of Trustees

From: Tim Monds, Superintendent

Originator: Kelly Wilkins, Deputy Superintendent

Resource: Margaret Jacob, Manager Human Resources

Subject: **Human Resources Information Report 2010-2011**

Recommendation:

That the Board of Trustees receives as information the Human Resources Information Report, as presented at the Regular Meeting of 03 May 2011.

Background:

Human Resources Information Report provides the Board of Trustees an overview of the successes and challenges faced in retaining and recruiting staff to Parkland School Division. In addition to recruiting staff, the report provides an overview of initiatives underway in Human Resources.

Administration would be pleased to respond to questions.



HUMAN RESOURCES INFORMATION REPORT

2010-2011

Department Staff

- 4 full time staff: Manager, Human Resources, 2 Human Resources Administrators, Substitute Teacher Placement Coordinator

Recruitment and Selection

- Human Resources is responsible for providing all recruitment and selection services to the Division, including Senior Executives, non-union group positions, including managers, Principal, Assistant Principal, teaching and support positions. This includes recruitment for casual support staff and substitute teachers. For the 2010-2011 school year, the Department managed 152 competitions.

Coaching and Support

- Human resources staff provide support to both Parkland's leadership team and staff in addressing and resolving workplace issues.

Career Fairs

- Parkland School Division No. 70 participated at teacher career fairs at the University of Alberta, Faculté St. Jean and Concordia University College. For the past four years, the Human Resources Manager has been a presenter at a series of pre-employment seminars offered to graduating students at Concordia.

Substitute Teacher Placement Office

- Recruiting for substitute teachers is on-going throughout the year, with an open posting appearing in the Employment section of the Division's website. Human Resources staff are responsible for interviewing and selecting candidates whose backgrounds and skills match the needs of our schools. There are currently 213 teachers on our Substitute Teacher list.

Casual Support and Caretaking Staff

- Human Resources is responsible for recruiting and maintaining a list of qualified casual support and caretaking staff who are required for short term work assignments at schools and the Centre for Education. There is an open posting on the Division's website inviting applications. There are currently 140 individuals on our Casual list.

Negotiations Support

- The Department gathers information to report on trends and issues pertaining to the administration of the three collective agreements (ATA, CAAMSE, and IUOE). The Department also assists in the development of the Division's bargaining proposals, and the Manager is a member on the Division's collective bargaining teams.

Professional Development:

- Professional development initiatives across the Division are ongoing, contributing to the growth of Parkland School Division and its employees.
- School based secretarial staff attended a series of training sessions on the new features of the absence system reporting system.
- Education Assistants were offered the opportunity to attend the annual Special Education Conference and the Education Assistant Conference at MacEwan University. Learning Services also offered a series of PD sessions on Assisting, Leading and Learning with Technology, Mental Health Issues in Schools, Autism Spectrum Disorders, Effective Strategies to Support Students with Behavioural Needs, Literacy Strategies, Reading Assessments and Read and Write Gold.
- Exploring Leadership continued this year, with a cohort group of 9 teachers meeting five times during this school year to learn more about effective leadership. The sessions involve discussions regarding leadership concepts and include guest speakers and book studies.
- Franklin-Covey's "7 Habits of Highly Effective People" is offered to all Parkland School Division staff on a regular basis. 5 sessions were held this year.
- "Leading at the Speed of Trust", a Franklin-Covey leadership program, was delivered to the Lead Team at their retreat in February, 2011.
- Support to new teachers continued with New Teacher Orientation on August 23 and 24, 2010. New teachers were also invited to attend a follow up session on January 14, 2011 to discuss experiences and share learning. In addition to this, new teachers are assigned a mentor at their school site for assistance and support.

Disability Management:

- Human Resources staff work with leaders to facilitate the return to work of teachers and support staff from sick leave/extended disability leave or work-related injuries (Workers Compensation). In some cases, graduated return to work arrangements are medically recommended to ensure a smooth transition back to full duties. In other instances, suitable alternate work needs to be identified which is in keeping with the employee's

restrictions and limitations. The leaders in Parkland School Division continue to be very supportive and demonstrate exemplary commitment to the accommodation of our staff.

Employee and Family Assistance Program

- The Human Resources Department manages Parkland School Division's contract for the Employee and Family Assistance Program (EFAP). The provider is HumanaCare, with 30 years experience in supporting wellness and health services delivery. Confidential counseling and referral services are available to staff and their families, along with web-based tools to assist employees in designing customized wellness programs.