

# **Administrative Procedure 481**

## **Human Resources**

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### **INSTRUCTIONAL SUPPORT STAFF**

#### **BACKGROUND**

The Charter Board believes that services provided by instructional support staff are important to the smooth functioning of the school and significantly influence student learning.

The numbers of instructional support staff employed by the Charter Board will be determined on an annual basis and will be based upon student enrolment, staff size, program requirements, student needs and budget constraints.

The Principal is responsible for the selection, deployment and supervision of instructional support staff.

#### **GUIDELINES**

1. The Principal may amend the duties and responsibilities of each instructional support staff position to meet the changing needs of the school without the need for amendment of this administrative procedure.
2. It is expected that under normal circumstances, the Principal would consult with a staff member regarding a change in his/her duties or responsibilities.
3. Contracts, working conditions and benefits for instructional support staff are governed by administrative procedure AP-485 Support Staff Contract Terms.

Cross Reference: AP-485 Support Staff Contract Terms  
AP-484 Support Staff Growth, Supervision and Evaluation  
AP-210 Kindergarten

Date of Adoption: December 6, 1999  
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