

Human Resources

Providing the full range of human resources support, the New Westminster School District Human Resources team is skilled in recruitment, selection, staff development, human resources planning, performance management, labour relations, employee relations, management training, and OH&S. Ultimately, the team uses its expertise to support all district operations in the delivery of a superior educational experience to New Westminster students and a level of confidence for parents and guardians that their student is receiving the very best instructional support.

The objectives identified below are, where appropriate, supported by work plans that identify task sequencing, work schedule, and key results. Each key result is also bounded by dates and resource requirements.

Strategic Priority: Transform the student experience

Our Goal: Staff are supported and encouraged to find purpose and meaning in their work and reach their full potential.

Objectives	Key Results
<p>Objective 1: To support all staff in their attendance at work within a culture of commitment and engagement, leading to a superior meaningful and motivating classroom experience.</p>	<p>Establishment of employee supports to encourage regular, consistent and engaged participation at work.</p> <p>Implementation of the first phase of an attendance support program. Program was developed earlier under the lead of a Co-op student employed last school year.</p> <p>Implement a monthly statistical report that identifies employees in need of attendance support.</p> <p>Minimize classroom disruption and facilitate a seamless transition when replacements are required and reduce unfilled absences by 10%.</p>
<p>Objective 2: To monitor staff engagement, adjusting HR programming as required in support of enhanced relationships with families in support of student learning.</p>	
<p>Objective 3: Execute a workplace plan to source, select, hire, onboard and develop our staff to address competency needs and retain qualified talent aligned with the organization's strategic objectives.</p>	

Strategic Priority: Build meaningful relationships

Our Goal: Staff are valued and appreciated.

Objectives	Key Results
<p>Objective 1: Staff will have a safe, inclusive, and inviting work environment that reflects best practice health and safety programs and services.</p>	<p>Establishment of employee supports to encourage regular, consistent and engaged participation at work.</p>
<p>Objective 2: Staff will receive support for their total health and will have access to the right tools and other support services necessary for maximum contribution.</p>	<p>Effective recruitment and selection practices ensuring staff who are engaged possess optimal skills and abilities for their assignment.</p> <p>Minimize classroom disruption and facilitate a seamless transition when replacements are required and reduce unfilled absences by 10% during 2020/21.</p> <p>Provide timely and regular performance feedback in support of personal and career growth. Prepare documentation in support of the performance management program, and support the professional development of site-based management in the administration of performance management reviews.</p>
<p>Objective 3: Staff will have available HR programming will be adapted to suit the individual and collective needs of employees in full consideration of their employment lifecycle and personal and professional needs.</p>	<p>Prepare and deliver a series of four (4) support programs for administrative staff in the effective site-based management practice to maximize staff engagement.</p>

Strategic Priority: Build meaningful relationships

Our Goal: Meaningful relationships with community partners to support our students and families.

Objectives	Key Results
<p>Objective 1: Maintain productive and cooperative relationships with the community of unions with which we deal.</p>	<p>Offer a series of four (4) Collective Agreement workshops on the more frequently used sections of the collective agreement.</p>

Objectives	Key Results
<p>Objective 2: Maintain productive and cooperative relationships with WorkSafe and other disability and return to work parties.</p>	<p>Work collaboratively and respectfully with union executives demonstrating transparency, honesty, integrity and a spirit of problem solving.</p>
<p>Objective 3: Create and nurture the working relationship with all those assigned management responsibilities in the district.</p>	<p>Conduct 4 Respectful workplace seminars of 1/2 day each during 20/21.</p>

Strategic Priority: Lead into our future

Our Goal: Attract, recruit, and retain staff.

Objectives	Key Results
<p>Objective 1: Ensure our recruitment and selection is aligned with the needs of our schools, our programs and the classroom experience.</p>	<p>Attend (in person or virtual) recruitment fairs.</p>
<p>Objective 2: Attract employees that possess skills, abilities and values that align with the district's mission, vision and values.</p>	<p>Implementation of an attendance support program including monitoring of staff absences and tardiness.</p> <p>Create and implement employee supports to encourage regular, consistent and engaged participation at work during 20/21.</p> <p>Effective recruitment and selection practices ensuring staff who are engaged possess optimal skills and abilities for their assignment.</p>
<p>Objective 3: Create employer branding statements, and supporting recruitment materials that attract the most appropriate candidates as applicants.</p>	<p>Use absence reporting to identify critical staffing areas modifying our recruitment and selection strategies accordingly.</p> <p>Work closely with the Burnaby School District in the revision of the EA program curriculum and deliver a second program for 20/21.</p>
<p>Objective 4: Offer a second cohort of prospective EA's from our in-house training program (in collaboration with Burnaby School District) generating at least 25 trained recruits for the 21/22 school year.</p>	

Strategic Priority: Ensure full participation in learning

Our Goal: Act as advocate for public education, in New Westminster and the province.

Objectives	Key Results
<p>Objective 1: New Westminster School District to be a Metro Vancouver employer of choice.</p>	<p>Advocating for New Westminster Schools provides community and stakeholder support and, from a recruitment and retention perspective, positions the district to attract the most valuable human capital. This is particularly so in respect of hard to fill specialist positions and other challenging to fill categories of employment that face competition between metro districts. This also serves to retain human capital value and increase pride in the work we do and the district we work for.</p> <p>A particular objective is branding New Westminster Schools as a “preferred” employer deserving of being considered one of the best school district employers in the metro region.</p>
<p>Objective 2: An employer branding statement and supporting recruitment materials that advocate for SD40 and attract the most appropriate employees as applicants.</p>	