

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 420
SECTION:	RELATIONS		
PROCEDURE:	SELECTION AND RECRUITMENT OF TEACHERS		

BACKGROUND

The teacher selection process must ensure that the teachers hired for the Division are highly skilled, committed to Catholic Education and dedicated to the service of students. Preference for all positions will be given to practicing Catholics when differences in teaching abilities are not a deciding factor. Preference will also be given to those who have completed courses in Catholic Faith Formation.

PROCEDURES

1. Factors to be considered in the selection of teachers are as follows:
 - 1.1 Commitment to growth in Catholic Education;
 - 1.2 Personal qualities including effective interpersonal relationships, sensitivity, empathy, ability to work with others, communication skills, integrity and ability to exercise sound judgment;
 - 1.3 Professional training and experience;
 - 1.4 Professional achievements and contributions;
 - 1.5 Ability and qualifications; and
 - 1.6 Information obtained from references.
2. The Director or designate shall coordinate staff recruitment and selection in a collaborative manner with those involved in the decision making process.
3. The recruiting program shall maintain positive public relations, the good reputation, and the standards of excellence of the Division.
4. Recruitment
 - 4.1 Schools and departments shall advise the Director or designate of staffing requirements.
 - 4.2 The Director or designate is responsible, where appropriate, for posting and advertising available positions upon review of the current job description. Positions that become vacant shall generally be advertised.
 - 4.3 The Director or designate is responsible for the development of recruitment plans that adhere to applicable legislation and collective agreements.

- 4.3.1 Teachers returning from sabbatical leave or leave of absence will be given priority in teacher placement.
 - 4.3.2 Teachers who become redundant will be given special consideration for suitable positions which become available.
 - 4.3.3 Teachers may indicate their preference for a transfer to another school or teaching area. Requests for transfers submitted in writing to the Director or designate will be considered along with applications from other candidates and the same procedures for selection will apply equally to all candidates.
- 5. The Director or designate shall interview candidates and conduct reference checks. The Director shall make the final decision and offer the teacher the appropriate teaching contract.
- 6. All employment offers and/or contracts shall be confirmed in writing over signature of the Director or designate. All appointments shall be to the employment of the Division and not to a specific school.
- 7. All offers of employment shall be conditional upon receipt of a criminal record check, verification of required qualifications, and where deemed appropriate, a current medical report by a qualified medical doctor verifying that the prospective staff member meets any fitness for work criteria. Documentation shall be provided to the Director or designate within the timelines requested and must be obtained at the expense of the prospective staff member.

Reference: Sections 85, 87, 108, 109, 174, 175 Education Act

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