

## HIRING PRACTICES FOR PROFESSIONAL STAFF

### Background

The Division will hire the most suitable candidate for the position. The qualifications of the person selected will meet the experience, knowledge, skills and attributes required for the position.

### Procedures

#### 1. Principles Related to Hiring Practices

- 1.1 Division practices are to provide opportunities for current staff to move from part-time to full-time positions or to change assignments, where desired and practical. The Division recognizes an obligation to staff.
- 1.2 The role of assistant principal is to be considered as a training ground for future principals; thus, when filling the position of assistant principal, the selection committee is to attempt to determine the candidates' abilities to meet the requirements of the assistant-principalship, and to assess his/her potential as a principal.
- 1.3 The philosophy of the individual selected must be consistent with the prevailing philosophy of the Division in all placement decisions.
- 1.4 Obligations to staff must be met first. For example, teachers returning from leaves of absence will be placed before teachers new to the Division are hired.
- 1.5 The staffing process must be fair, consistent, and open.
- 1.6 Generally, the division will not transfer staff during the school year.
- 1.7 Prospective employees must submit a Criminal Record Check (including Vulnerable Sector) and an Intervention Record Check within 45 days of hire. All employees must also sign a Records Disclosure form at the time of hire.
- 1.8 Unless there are extenuating circumstances, all positions that may lead to a permanent position will be advertised.
- 1.9 The Superintendent or designate(s) will have the final say in the selection of the successful candidate.

#### 2. Hiring

- 2.1 Either the Principal, or the Assistant Superintendent - Human Resources or designate(s), **must** check references and ensure the candidate has a valid teaching certificate before a contract is offered.

2.2 Once the candidate has accepted the position, the Principal must:

2.2.1 Complete a *Staffing Information Requirement Form (SIRF)* and submit to HR immediately following acceptance of a position.

2.2.2 Complete an *Orientation Checklist* (Form 410-2) and submit to HR.

### 3. Roles

3.1 The following outlines persons responsible for the hiring and placement of professional staff:

<b>Position</b>	<b>Persons Responsible</b>
Superintendent	Board
Other members of Superintendency/ Assistant Superintendent - Human Resources, Assistant Superintendent - Learning, Secretary-Treasurer	Executive Committee, Superintendent, Assistant Superintendents and Secretary-Treasurer
Directors	Superintendent, Assistant Superintendent - Human Resources and one additional Assistant Superintendent/Secretary-Treasurer
Director of Communications	Executive Committee, Superintendent, and one additional Assistant Superintendent/Secretary-Treasurer
Principal	Superintendent, and Assistant Superintendent - Human Resources and/or additional Assistant Superintendent
Assistant Principal	Superintendent, and Assistant Superintendent - Human Resources and/or additional Assistant Superintendent
Teacher	Assistant Superintendent - Human Resources or designate(s), Principal, and Assistant Principal (when possible)

3.2 The Assistant Superintendent - Human Resources or designate(s) will attend to the advertising and the development of the list of prospective candidates for positions while the development of the short list will be done by the supervisor in consultation with the Human Resources department.

3.3 The decision on whom to hire should be based on information gleaned from the resume, from references and from the interview itself.

3.4 Decisions will be reached by consensus. If a consensus cannot be reached the final decision will rest with the Superintendent or designate.

4. Return from Leaves of Absence

4.1 On return to work from a leave of absence, the staff member will be provided with his/her former position, if practical, or with a comparable position. This does not imply that the staff member has any advantage or disadvantage in the event that staff reduction or program changes become necessary.

5. Movement from Part-Time to Full-Time Contracts

5.1 Some positions may be designated as “part-time”. Thus, teachers who accept these assignments need to recognize that they may have limited opportunity to move to full-time status and remain in their current position.

5.2 Administrators recognize an obligation to move teachers from part-time to full-time contracts where:

5.2.1 Program needs are met, and

5.2.2 Division needs are met.

Reference: Section 52, 53, 197, 198, 199, 201, 202, 203, 204, 205, 222, Education Act  
Child, Youth and Family Enhancement Act (2019)  
Freedom of Information and Protection of Privacy Act

Forms: Records Disclosure  
Staffing Information Requirement Form (SIRF) 410-1 / 430-1  
Orientation Checklist - Teachers 410-2

Amended: March 2021