

Administrative Procedure 420

RECRUITMENT AND SELECTION OF TEACHING STAFF

Background

The teacher recruitment process must ensure that teachers hired for the Division are highly skilled, committed to Catholic education and dedicated to the service of students.

It is expected that individuals selected for employment in the Division will serve as Christian models for their students through their appropriate moral conduct and lifestyle within the community.

Procedures

1. The Superintendent has full authority to recruit staff for all teaching positions. This authority may be delegated to, or shared with, Division Office and school-based administrators.
2. Available teaching positions will be advertised on the Division website. Advertising outside the Division may occur at any time for any position.
3. Whenever possible, individuals selected for appointment to the teaching staff will be Catholic and capable of participating with other staff members in the development and presentation of the religious studies programs in Division schools.
4. When a non-Catholic individual is selected for appointment to the teaching staff, s/he shall possess not only the necessary academic and professional preparation for his/her assigned teaching duties, but will also have an understanding and appreciation of, and commitment to, the Catholic philosophy of education.
 - 4.1 Non-Catholic candidates must be prepared to participate in all religious celebrations and faith formation programs.
5. All offers and acceptances of employment shall be in writing.
6. All initial appointments of teachers shall be made pursuant to Section 92 of the School Act.
7. As a condition for employment, candidates for teaching positions are required to submit a medical certificate certifying they are in good health as required by Administrative Procedure 405 – Medical Examinations and submit a Criminal Record Check and Child Welfare Intervention Check as required by Administrative Procedure 400 and Appendix – Staff Employment – Criminal Record and Child Welfare Intervention Record Checks, prior to being appointed to the Division staff.

Reference: Section 52, 53, 68, 196, 197, 198, 199, 203, 204, 205, 222, 225 Education Act
Employment Standards Code
Alberta Human Rights Act
Teaching Profession Act
Labour Relations Act
Collective Agreement