

ADMINISTRATIVE PROCEDURE NO. 401

RECRUITMENT AND SELECTION OF PERSONNEL

Background

Recruitment and selection procedures must ensure that staff hired for the Division are highly skilled, committed to Catholic education and dedicated to the service of students. Staff shall serve as Christian models for their students, both in and out of school, through their good moral conduct and a lifestyle that is in harmony with Catholic teachings and theology. All staff shall be responsible for permeation of the Catholic faith in their areas of expertise.

Procedures

1. Whenever possible, individuals selected for appointment to division positions will be Catholic and demonstrate a strong commitment to Catholic Education.
2. Certified staff must be capable of participating with other staff members in the development and presentation of the Religious Studies Programs within the schools of the Division. When a non-Catholic individual is selected for appointment to the teaching staff, he/she 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. They will exhibit their acceptance in their actions and be willing to carry on an education program with the Catholic faith permeated in all they teach and do.
3. Contingent on division needs, teaching staff shall be hired provided they:
 - 3.1 hold a valid teaching certificate in accordance with Alberta Education;
 - 3.2 have submitted a recent criminal record check;
 - 3.3 have submitted a recent pastoral reference;
 - 3.4 have submitted a signed a signed copy of the Conditions of Employment contract; and
 - 3.5 have submitted all supporting documentation as required by the Division.

4. Contingent on Division needs, non-teaching staff shall be hired provided they:
 - 4.1 have submitted a recent criminal record check;
 - 4.2 have submitted a recent pastoral reference;
 - 4.3 have submitted all supporting documentation as required by the Division.

5. Factors that will be considered in the selection of Division personnel are as follows:
 - 5.1 practicing Catholics that are active in their parish and model Catholic values;
 - 5.2 commitment to Catholic education;
 - 5.3 personal qualities including effective interpersonal relationships, sensitivity and empathy, ability to work with others, verbal and written communication skills, integrity and ability to exercise sound judgment;
 - 5.4 professional training and experience;
 - 5.5 professional achievements and contributions; and
 - 5.6 information provided through verbal and written references.

6. It is understood that, from time to time, staff that are not of the Catholic faith may be hired to temporary or probationary contracts when there are no suitable candidates available who are of the Catholic faith. Continuing contract status will only be granted to staff that are not of the Catholic faith:
 - 6.1 based on the extraordinary needs of the division;
 - 6.2 upon receipt of a letter of support from a pastor or minister of the staff member's faith;
 - 6.3 upon recommendation by the principal, the Human Resources Department and the Faith Coordinator; and
 - 6.4 by written authorization of the Superintendent.

7. Staff appointments are to the division as a whole.

8. Job vacancy requisitions shall be forwarded to the Superintendent or designate. The Superintendent, in consultation with the Principal, is responsible for selecting and deploying staff.

9. Available positions may be advertised in the Division. Advertising outside the Division may occur at anytime for any position.
 - 9.1 to honour staff who possess a continuous contract, most positions will be posted internally first.
 - 9.2 if it is of benefit to the Division, a teacher or other staff member may be transferred to fill a vacant position as per Administrative Procedure No. 416.
10. Non-Catholic teachers who possess a continuous contract are not eligible for school administration or other Division leadership positions.
11. All new employees shall sign the Condition of Employment contract prior to being offered a position within the Division. This specific document outlines the expectations to live a life that is in concert with our Catholic Christian values.
12. This procedure shall apply to all staff including substitute teachers, substitute educational assistants and other interim staff.
13. All substitute teachers and substitute educational assistants are not required to sign the Conditions of Employment contract prior to being included on the substitute list.