
PROFESSIONAL STAFFING

Background

Teacher recruitment and selection must ensure that teachers hired for the Division are highly skilled, committed to Catholic education and dedicated to the service of students. It is understood that teachers are hired to assist the Division in carrying out its mission, and must be credible representatives of the Catholic faith tradition and effective teachers of the faith through their areas of expertise and the example they set. Preference shall be given to teacher candidates who are active members of the Catholic faith.

The major goal of the staffing procedures is to staff all Division schools in an open, fair, efficient and effective manner that provides the best educational program for students.

Procedures

1. Determining Staff Preferences and Intentions – Spring Staffing Cycle
 - 1.1 A staffing memorandum and accompanying forms will be distributed by the Superintendent or designate to all professional staff members, including those on a leave of absence, in early spring of each year. Timelines will be identified in the memorandum.
2. Determining Staffing
 - 2.1 Professional staffing levels for the forthcoming school year will be established by the principal of each school in consultation with the Superintendent or designate during the spring staffing cycle.
 - 2.2 Should the reduction of certificated staff in a particular school, in a geographic region, or in the Division as a whole be required, AP 416 will be adhered to.
 - 2.3 The Superintendent may transfer a teacher in accordance with the relevant section of the Education Act. The teacher may make a written request to the Board to have a hearing before the Board for the purpose of objecting to the transfer.
3. Teachers on Probationary Contracts
 - 3.1 Teachers on a probationary contract who receive a recommendation of continuous contract status may, at the sole discretion of the Superintendent or designate, be offered a continuous contract.
4. Advertising, Recruitment and Selection
 - 4.1 Open teaching positions that arise during the school year, must be communicated to the Superintendent or designate, be advertised internally by way of a Staffing Bulletin, and externally on the Division's website.

- 4.1.1 Interviews will not take place until after the job advertisement has closed.
- 4.2 The Spring Staffing Cycle is the process where the Division determines staffing needs for the upcoming school year and advertises these positions in a large batch advertisement. During the spring staffing cycle:
 - 4.2.1 Open teaching positions (excluding temporary contracts) will be advertised internally through a Staffing Bulletin for a period of 7 calendar days.
 - 4.2.2 Internal applicants must have been employed with the Division for a period of 2 years, and be under continuous contract, to be eligible for internally advertised positions. All other internal employees will have the ability to apply for externally advertised positions.
 - 4.2.3 The Superintendent or designate, when considering transfer requests for open positions, will consult with the teacher, the teacher's current school principal and with the principal of the school where the advertised position exists. After consultation, the Superintendent or designate will consider the impact to the involved schools and the Division as a whole. Based on information gathered through the consultation process, the transfer request will be approved or denied.
 - 4.2.4 Should no internal applications be received, or if no internal candidate is successful, positions will be posted externally on the Division Website and through other media deemed appropriate.
 - 4.2.5 Teachers under continuous contract wishing to apply for open positions must do so during the 7-day internal application period. Once teaching positions are posted externally, internal applications will not be considered.
 - 4.2.6 Interviews, for positions posted in the spring large batch advertisement, will occur during the designated week. Administrators will submit a list of shortlisted candidates to central office at the beginning of the week.
 - 4.2.7 After interviews for a position are complete, school administration will submit the rank order of short-listed candidates to central office. If there is no conflict with another school's shortlisted candidates, school administration will be notified to proceed with an offer. If there is a conflict, administration will be notified to wait until the other school(s) have completed interviews.
 - 4.2.8 In instances where schools have the same preference for a candidate(s), central office will, in consideration of the Division's needs, place the candidate in an appropriate school.
- 4.3 After the Spring Staffing Cycle, when open teaching positions that were not part of the large batch advertisement become available, these positions will be advertised externally and there will be no separate internal application process. Internal applicants are free to apply but will not be guaranteed an interview.
 - 4.3.1 Internal applicants will not be permitted to apply for positions advertised after June 5th, or after the school year has started, without Superintendent or Designate approval.

4.4 Catholicity

In all teacher selection decisions, a very strong preference shall be shown to teacher candidates who are active and practicing members of the Catholic faith and extenuating, exceptional and compelling circumstances must be present for this preference not to be given.

Principals must contact the Superintendent, or designate, for consultation prior to making a verbal offer of employment to any non-Catholic candidate.

4.5 Supplemental to Catholicity, the other major considerations in the selection of successful candidates shall be student, program and school needs, as well as the needs of the Division as a whole. Specific criteria to be considered may include but are not limited to:

- 4.5.1 Performance evaluations;
- 4.5.2 Information from reference checks; including a current pastoral reference;
- 4.5.3 Professional experience, practicum experience, and post-secondary education;
- 4.5.4 Completed course work in Catechetics, Catholic Education or equivalent;
- 4.5.5 Instructional contributions the candidate may provide to the classroom and school;
- 4.5.6 Out-of-classroom contributions the candidate may provide to the school;
- 4.5.7 Opportunity for professional growth;
- 4.5.8 Commitment to career-long learning;
- 4.5.9 The need for balanced staffing in terms of applicable criteria identified above; and
- 4.5.10 Other considerations deemed relevant by the Superintendent or designate.

4.6 When a candidate's resume, interview or reference checks present a potentially contentious issue and the principal wishes to proceed with an offer of employment, the Superintendent or designate will be consulted.

4.7 Principals will contact all interviewed candidates with regard to the outcome of the interviews.

4.8 All written contract offers (i.e. full-time and part-time probationary, interim, continuing and temporary) will be made by the Superintendent or designate, and all appointments therein are to the Division as a whole.

5. Administrative Positions

5.1 All administrative positions will be filled by active and practicing members of the Catholic faith.

5.2 All school-based administrative vacancies will be open to lateral transfers prior to open competition. Administrators will be provided a 3 day window to indicate interest in an open administration position.

- 5.2.1 Administrators who miss the 3 day window will not be permitted to apply in the open competition as outlined in 5.3.
- 5.2.2 The decision to grant an administrative transfer request is the sole discretion of the Superintendent.
- 5.3 After the administrator transfer window has ended and no internal transfers occur, school-based administrative vacancies will be open competitions and advertised internally and externally.
- 5.4 Notwithstanding procedure 5.2, the Superintendent reserves the privilege of appointing Acting administrators without a competition.
- 5.5 Nothing restricts the Superintendent from filling administrative vacancies by internal transfers within the Division.
- 5.6 All administrative contracts are to the Division as a whole, and not to an individual school. All administrative contracts are issued as term contracts. These contracts may or may not be renewed at the sole discretion of the Superintendent and for any reason the Superintendent may deem fit. Moreover, the Superintendent reserves sole discretion in determining the length of term for any administrative contract issued.
- 5.7 Preference will be given to candidates for Administrative and Director Positions who have had successful teaching and/or administrative experience in Catholic schools in Alberta. The preferred minimum academic qualifications shall be a Master's Degree or equivalent

Reference:

Freedom of Information and Protection of Privacy Act
Policy 14 – Hearings on Teacher Matters