



PROCEDURE:	Pr H: 03A
EFFECTIVE:	June 12, 2012
AMENDED:	
RELATED POLICIES:	H:03
REPEALS:	
REVIEW DATE:	2017-2018

- 1.1 The Executive Superintendent of Human Resources will ensure that the hiring of Teachers will be conducted in accordance with the requirements of the appropriate collective agreements, Board Policy on Hiring and Promotion, and applicable legislation.
- 1.2 The Director of Education, in consultation with the Executive Superintendent of Human Resources, shall determine when it is necessary to hire teachers.
- 1.3 Applicants shall be required to fill out an on-line application (Apply to Education) which shall be accessible from the Board’s web site. The Board shall require that the applicant provide the following with their application:
 - a. Resume;
 - b. Faith Reference Portfolio;
 - c. Practice Teaching and Academic Records (for inexperienced teachers);
 - d. Performance Reviews/Evaluations (previous teaching experience);
 - e. Copies of transcripts;
 - f. Copy of University Degree;
 - g. Certificate (or Interim) of Qualification (if available);
 - h. Letter(s) of recommendation.
- 1.4 The following procedures shall be followed in considering applicants for hire:
 - a. The process shall be conducted after consideration for any relevant provisions of the Board’s collective agreement with its occasional teachers.
 - b. The Executive Superintendent of Human Resources/designate(s) shall review prospective candidates’ files for the purpose of selecting candidates for interviews and shall determine and oversee an interview process that ensures compliance with Board Policy H: 03 Hiring and Promotion Policy.
 - c. The interview shall include questions about:
 - i. The candidate’s philosophy and evidence of Faith
 - ii. Educational philosophy
 - iii. Special talents and interests

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- d. All applicants who have been interviewed shall be informed by the Human Resources Department of the status of their application within a reasonable time following the interview.
 - e. All applications for teaching positions with the Board shall be actively considered for a period of one year from the date of receipt.
- 1.5 Staff shall not partake in the interview or any part of the hiring process where a candidate is a relative. Individuals who find themselves in this situation must declare a conflict of interest and remove themselves from the hiring process.
- 1.6 The Executive Superintendent of Human Resources shall authorize all new hiring to the Board through the Director of Education.
- 1.7 All offers of employment to the successful applicants shall be subject to the applicant providing the Board with the following:
- a. A satisfactory criminal reference check.
 - b. A copy of diploma or qualifications, if applicable.
 - c. A satisfactory medical examination report including a negative tuberculosis test.
 - d. A satisfactory vehicle driving record abstract, if applicable.