

## **HIRING OF TEACHERS**

### **Background**

The Division shall employ a quality professional teaching staff and administrative staff whose philosophy and performance are consistent with the teachings of the Catholic Church and the Division's mission, beliefs, values and goals. Every effort is to be made to screen employees of the Division.

### **Procedures**

1. The Superintendent is responsible for ensuring that a quality professional teaching and administrative staff exists in the Division.
2. Principals shall be consulted regarding the qualifications necessary to fill staff vacancies within their schools.
3. Teaching and administrative vacancies will be advertised within the Division and external advertising may be undertaken if deemed necessary.
4. When selecting teaching and certificated administrative staff, the following criteria shall apply:
  - 4.1 Evidence that the candidate is a practicing Catholic by provision of appropriate references;
  - 4.2 Academic qualifications;
  - 4.3 Religious education;
  - 4.4 Organizational ability;
  - 4.5 Leadership potential;
  - 4.6 Willingness to be an integral part of the religious studies program;
  - 4.7 Willingness to participate in co-curricular and extra-curricular programs;
  - 4.8 References;
  - 4.9 Experience as established by evaluation reports; and
  - 4.10 Practicum reports.
5. All promotion opportunities shall be posted in each school and at EICS Central Learning Services for a minimum of ten (10) teaching days prior to consideration by the employing supervisor. A deadline date shall be included in all postings.

6. All contracts issued shall be contingent upon receipt of a criminal record check and the child intervention record check within ten (10) days of the offer of employment (Refer to Administrative Procedure 401 Appendix).
7. Criminal record checks and child intervention record checks are confidential and will be maintained in the employee's personnel file at the Catholic Education Centre.

Reference: Section 18, 20, 60, 61, 96, 113, 117 School Act  
Employment Standards Code  
Labour Relations Act  
Teaching Profession Act  
Collective Agreement