Professional Staff Hiring

Administrative Procedure 2.A.060

Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16
Legal Reference:

Date Adopted: February, 2005
Date Amended: June, 2012; October, 2013
Date Reviewed: Nov 2017; April, 2019; October 2020

It is the responsibility of the School District of Mystery Lake to provide the most enabling educational environment for student of the division and to maintain, improve or enhance the quality of education in the District, by providing for staff positions as they are needed, within budget. In all new hirings, the deciding criteria for recommended hiring shall be that the individual was the best available candidate for the position.

Procedure

1. Administrators, in consultation with the Superintendent, will determine teachers to be hired, within Board approved allocations.
2. Administrators will provide information and qualifications required to the human resources department for advertisement.
3. All openings will be advertised within the Division for a minimum of three days, and/or advertised externally, until the position is filled. Vacancies that occur during July and August will be advertised externally only.
4. Principals are responsible for posting all openings in school staff rooms.
5. All applications are to be accompanied by a resume and three references. Portfolios may be requested.
6. The Principal, in consultation with the Superintendent, will develop a short list of candidates. Where possible, a minimum of three candidates should be interviewed for each opening if they meet qualifications.
7. Principals will form a Hiring Committee to interview candidates.
   a) Membership in such a Committee may change according to the nature of the position.
   b) The Superintendent and/or Principal may request others to assist in hiring procedures (e.g. Student Services Coordinator, Consultants, specialists from MECY, etc.)

c) Any person participating in a Hiring Committee must display objectivity and, if unable to do so, should decline participation to the Principal or Superintendent.
d) Substitute time may be granted, at the discretion of the Superintendent, for Hiring Committee members other than Principals.
e) A standard District Hiring guide is to be used.
f) Teachers and others on the Hiring Committee will make their hiring recommendations to the Principal, final selection being the responsibility of the Principal and Superintendent.

8. Principals conduct reference checks on the suitability of the candidate to be offered the position. All candidates interviewed may be asked to complete the Divisional Reference Check Form.

9. The final criteria for a recommended hiring will be that the teacher is the best available candidate for the position. The Principal and/or Superintendent will make an offer of employment "on behalf of the School Division", subject to Child Abuse Registry, Criminal Records Checks.

10. The Recommendation for Hire Form, along with a letter of application, and the resume of the recommended candidate, is to be forwarded to the Superintendent upon a candidate's acceptance.

11. All applicants considered for specialist positions must have required qualifications. Applicants without necessary qualifications may be considered if the applicant demonstrates a commitment to upgrading qualifications. Such a hiring would be conditional upon upgrading as stipulated by the Superintendent

12. All applicants considered for school administrative positions must have a Bachelor of Education degree. Those hired for school administration positions must demonstrate extensive experience in a school administration position and or a commitment to upgrading their qualifications by enrolling in a Master in Education program. Such hiring would be conditional in consultation with the Board of Trustees in the appointment of a principal.

13. Principals and Superintendents are under no obligation to hire internal applicants, either on permanent or term contracts. The District may re-advertise openings if suitable candidates are not available.

14. The School Board Office must retain all hiring information for a minimum of two years.

15. Personal information shared in the hiring process is confidential and subject to provisions of the Freedom of Information Protection of Privacy Act. No information is to be shared outside the Hiring Committee.

    Note: Should transfer of teachers within the District prove necessary, this will be done with consultation as per applicable agreements between the District and the Thompson Teachers Association. (see article 12 of the Collective Agreement)