



*All personnel appointed to the staff of the Edmonton Catholic Separate School District No. 7 shall be of exemplary character and possess competency in the skills required for the position to which they are being appointed. It is understood that they have been hired to assist the district in carrying out its mission. With reference to teachers, candidates shall be credible representatives of the Catholic faith tradition; inspiring models of Christian living, 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.*

*In the district the authority to appoint personnel to positions shall vary depending upon the category of the position.*

**Definitions:**

**Acting** is the term used to describe the naming of a temporary replacement.

**Appoint** is the term used to describe the naming of staff to positions other than that of principal and assistant principal.

**Assign** is the term used to describe the identification of the location or area of responsibility to those appointed or designated to positions.

**Catholic** refers to those autonomous churches, both Western and Eastern, which are in full ecclesiastical communion with one another “equally entrusted to the pastoral guidance of the Roman Pontiff” (Vatican II, Orientation Ecclesiarum, para.3).

**Classified staff** refers to all staff within AUPE, ECSSA, and out-of-scope staff.

**Confirm** is the term used to describe the formal validation of the selection.

**Continuing contracts** are contracts that remain in force from year-to-year.

**Designate** is the term used to describe the naming of principals and assistant principals to the district.

An **internal secondment** is the transfer of an employee from one position to another within the district for a specific period of time.

**Probationary contracts** must be for a complete school year and cannot be offered to someone employed by the district the preceding year (except as a substitute or temporary teacher). Probationary contracts terminate on the following June 30. A probationary contract may be extended for an additional period not to exceed one year if the evaluation of a teacher indicates a further probationary period is required.

**Probationary period** is the evaluative period prior to consideration for a continuing contract.

# Hiring and Appointing Personnel



EDMONTON CATHOLIC SCHOOLS

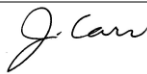
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## Administrative Policy 200

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**Temporary contracts** are used when a teacher is employed for the purpose of filling a vacancy expected to be 20 or more consecutive teaching days. This written contract specifies the starting day. It may specify the ending date, but if not, it ends on the following June 30.

**Select** is the term used to describe the choosing of the most suitable candidate.

Reference: Board Governance E#1, E#2, EL#6, BSR #2 ECS Organizational Bylaw #7, #8 School Act Section 19,45(8),95,96,97,98,99, School Act Section 100,101,102,103,116,117,118	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 201, 203	Date(s) Revised: December 4, 2000, June 12, 2002 March 15, 2005