



1. The superintendent shall appoint assistant superintendents and coordinators holding a teaching certificate. The appointments shall be reported to the board as information.
 - a. Appointments shall be made on a term basis.
 - b. New appointees shall serve a one-year probationary period.
2. The superintendent shall appoint classified senior administrators.
 - a. Appointments shall be made on a continuing basis.
 - b. New appointees shall serve a one-year probationary period.
3. The superintendent shall designate principals and assistant principals. These designations shall be reported to the Board as information.
 - a. New designees shall be given a two-year probationary designation.
 - b. A principal with a designation who accepts a designation as an assistant principal is not required to serve a probationary period.
 - c. Principals and assistant principals holding school-specific designations under the School Act shall continue to do so for so long as they remain in their current location.
 - d. Notwithstanding clause 3(c), individuals wishing a designation to the district may do so by requesting that their designation to the school be removed subject to their being given a designation to the district.
 - e. Upon re-assignment, the designation shall be to the district.
 - f. Acting designations and assignments shall be made by the superintendent for a period not to exceed one year and reported to the board as information.
4. The superintendent shall assign principals and assistant principals. These assignments shall be reported to the Board as information.
5. Consultants and management staff holding a teaching certificate shall be appointed by the superintendent on a term basis. Such appointments shall be reported to the board as information.
6. Contingent on district needs, the assistant superintendent of Human Resource Services shall hire staff.
 - a. All staff members must cooperate in working towards the achievement of the objectives of Catholic education as set down for the district. This means that all staff members must themselves accept the Catholic philosophy of education, exhibit their acceptance in their actions, and be willing to carry on a Catholic education program including Religious Education as required by the district.
 - b. All newly appointed staff must submit a criminal record check and a child welfare check.
 - c. All teachers must hold a valid teaching certificate in accordance with the regulation of Alberta Education.
 - d. Teachers must have completed a course in Catholic theological foundations and a course in religious education methodology appropriate to the instructional level or subject areas in order to be considered for a continuing contract. Those teachers who do not have the required courses at the time of hiring, must complete them prior to being eligible for a continuing contract. The makeup of these courses and the completion of the same shall be at the sole discretion of the Assistant Superintendent, Religious Education Services.


Hiring and Appointing Personnel



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 200

- e. It is understood that, from time to time, teachers who are not of the Catholic faith may be hired to temporary or probationary contracts when there are no suitable candidates available who are of the Catholic faith. Continuing contract status will only be granted to teachers who are not of the Catholic Faith
 - i. based on the extraordinary needs of the district;
 - ii. after receipt of a letter of support from a pastor or minister of the teacher's faith;
 - iii. after recommendation by principal(s), Human Resource Services, and Religious Education Services; and
 - iv. by written authorization of the superintendent.
 - f. Teacher appointments are to the district as a whole.
 - g. Classified staff including employees exempt from a collective agreement, employees who belong to ECSSA, and employees who belong to AUSE shall serve a probationary term.
 - h. From time to time, the superintendent may designate a district administrator, principal or an assistant principal who is not currently an employee of Edmonton Catholic Schools.
 - i. A district administrator will be provided with a probationary administrator contract for one year.
 - ii. A principal or assistant principal will be provided with a continuous teacher contract and a probationary administrator contract.
 - iii. When the new designee's spouse is a teacher, the following may apply:
 - a. If the designee's spouse meets the requirements of an "experienced Catholic educator" as defined from time to time, and based on district need, the spouse could be offered a probationary contract in the first year, and, based on successful evaluation and recommendation of the principal, could be offered a continuous contract in the second year.
7. School-based department heads shall be selected by the principal on a term basis. The assistant superintendent of Human Resource Services shall confirm the appointments.

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: 
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