Policy 15

RECRUITMENT AND SELECTION OF PERSONNEL

The Board believes strong leadership and administration at the Division and school levels are essential to the effective and efficient operation of the school system.

Specifically

1. The Board has the sole authority to recruit and select an individual for the position of Chief Superintendent and anyone who is expected to act in the place of the Chief Superintendent for a period longer than 180 days duration.

2. In order to protect the Board from sudden loss of the Chief Superintendent's services, the Chief Superintendent shall ensure that staff is designated to perform the services of the Chief Superintendent in the case of a short-term or prolonged absence, and that the Chair is advised of the delegation.

3. The Chief Superintendent is delegated full authority to recruit and select staff for all positions other than the position of Chief Superintendent.

4. The Chief Superintendent shall maintain a Catholicity clause in all teaching contracts and contracts of designation that is consistent with the wording recommended by ACSTA's Legal Counsel.

5. For those positions requiring teacher certification, the Chief Superintendent will only hire certificated applicants who are practicing Catholics. The Chief Superintendent may, due to extenuating circumstances, make individual exceptions to this practice when the Division is unable to fill the vacancies requiring teacher certification with qualified practicing Catholics.

6. Applicants for positions requiring teacher certification shall be required to provide a faith formation plan and baptism certificate as part of their initial applications to the Division, and the faith formation plan shall form part of the interview ranking. Further the faith formation plan shall be reviewed throughout the course of the year at the beginning teachers' program and through the evaluation process. Upon continuous contract consideration, teachers shall be required to provide a pastoral reference from a Catholic parish. Non Catholic teachers shall be required to provide a pastoral reference from their faith community.

7. All offers of employment shall be conditional on the successful applicant providing a criminal record check and a child welfare intervention record check that is acceptable to the Chief Superintendent.

8. The Chief Superintendent shall invite all Trustees to sit on the interview panel for the positions of Corporate Secretary andChief Financial Officer. The authority to select the successful candidate, however is that of the Chief Superintendent alone.

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Legal Reference: Education Act, Sections 51, 52, 53, 54, 68, 222, 223, 224, 225
Freedom of Information and Protection of Privacy Act