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| Administrative Procedures Manual | Administrative Procedure 421 |
| | Instructional Staff Recruiting |
| | APPROVED: September 2013 |
| Page 1 of 2 | AMENDED/REVIEWED: August 2016, September 2019 |
| LEGAL REFERENCE: | Section 18, 52, 53, 196, 197, 205, 222 Education Act Teaching Profession Act Ministerial Order 016/97 – Teaching Quality Standard Ministerial Order 001/2013 – Student Learning Guide to Education – ECS to Grade 12 Collective Agreement |

Background

The strength of our education system depends largely upon the placement of personnel in positions which permit and encourage maximum realization of the individual's potential.

The Division shall employ the best personnel for any given position solely on the basis of merit and qualifications and intends to maintain the highest level of competence among all of its employees. Furthermore, the assignment of personnel within the school system shall, as far as possible, relate position requirements and the candidate's desires, skills and aptitudes.

Procedures

1. Responsibility for Instructional Staff Recruiting
 - 1.1 The engagement and placement of teachers on staff is coordinated by the Superintendent or designate.
 - 1.2 To ensure that the teacher fits the program needs of the school, the Principal is consulted with respect to qualifications before the position is filled.
2. The Principal is responsible for the teacher hiring process, in consultation with the Human Resources department.
3. The Superintendent or designate shall approve all hiring prior to a teaching contract being offered.
4. Candidate Application Requirements
 - 4.1 Possess a current Alberta Teaching Certificate.
 - 4.2 University/college transcripts and teacher evaluation reports.
 - 4.3 Character and professional references from appropriate persons who are capable of judging the professional competence and character of the applicant.
 - 4.4 In addition, prospective teachers shall possess:
 - 4.4.1 An ability to communicate and empathize with students and parents.
 - 4.4.2 A proven ability of success within the classroom.
 - 4.4.3 An in-depth knowledge of teaching pedagogy and student learning styles.

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- 4.4.4 A desire to contribute to the overall quality of education of all students and the profession.
 - 4.4.5 A desire to actively participate as a member of a professional learning community.
5. Internal Advertising
- 5.1 Any positions open through resignations or additional services shall be made known to all teachers on staff whenever possible.
6. Priorities for Filling Teaching Staff Vacancies
- 6.1 Teachers returning from Professional Improvement Leave.
 - 6.2 Teachers returning from Leave of Absence.
 - 6.3 Teachers requesting transfers, as appropriate.
 - 6.4 Other teacher applicants.