

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Professional & Support Staff Recruiting/Hiring	CODE: GCC
LEGAL STATUS: Board Motion #256.97, #138.03, #135.05, #22.14, #203.20	DATE APPROVED: 26 May 05, 27 Jan 14, 14 Sep 20

Background: The Board of Education has made a commitment to the community (Policy AB) to assist each family and each parish in providing the best possible Catholic educational opportunities for each student and staff member. In order to achieve this commitment, it is necessary to establish and maintain a Gospel-centred Christian community in which the basic teachings of Jesus Christ are followed and given examples by the teachers, students and support staff.

POLICY: **The Board of Education of the Prince Albert Roman Catholic Separate School Division No. 6 declares that it will hire personnel who are academically qualified, in good standing with the Catholic Church, and willing to actively support the Catholic philosophy of Education, and be a role model for students.**

Guidelines:

1. The Board shall be responsible to select a Director of Education from among applicants who have been shortlisted by a committee of the Board established for this position.
2. The Board and the Director of Education shall be responsible to select a Chief Financial Officer from among applications who have been shortlisted by the Director of Education and a committee of the Board established for this position.
3. The Director of Education with a representative from the Board of Education and other Senior Administrative Members as deemed appropriate by the Director shall be responsible to select the Superintendents of Education and Managers of Facilities and Technology.
4. A committee including the Director of Education, and Superintendents as deemed appropriate by the Director and a Board member, shall be responsible to select Central Office administrators (coordinators) and in-school administrators.
 - 4.1 All administrators shall have completed relevant post graduate studies (a Post Graduate Diploma, or a Masters Degree), or shall complete such within a specified timeframe.
 - 4.2 Administrators who are hired without the relevant post graduate studies are expected to: a) complete requirement within seven years of their date of appointment and to have completed one half of their program by the end of four years, b) make any requests for exceptions to this requirement, due to personal circumstances, in

writing to the Director of Education, and c) consult with the Director of Education and submit a plan for completion of this requirement.

4.3 Administrators who do not complete this requirement will have their contracts amended to remove administrative duties.

5. The Board delegates the recruiting and hiring of all in-scope personnel and support staff to the Director of Education or designate. The Director or designate will coordinate staff recruitment and selection in a collaborative manner with those involved in the decision-making process. A report of contracts offered and accepted will be presented to the Board of Education at its next meeting.
6. In hiring personnel to continuing, temporary or replacement contracts, the best candidates will be sought relative to criteria established by the Board and in keeping with the official teachings of the Roman Catholic Church.
7. Employees are expected to:
 - a) publicly support the school division's philosophy, policies, and programs,
 - b) undertake to follow both in and out of school, a lifestyle and deportment in keeping with the principles of the Gospel and the teachings of the Roman Catholic Church,
 - c) take seriously the spiritual dimension of their lives, understanding that this includes participation in the life of the faith community,
 - d) adhere to Catholic Church teachings within their formal instructional responsibilities and in their informal interactions with students.
8. The Board may hire personnel who are not of the Catholic faith when no Catholics with the appropriate qualifications are available. It is expected that these employees live their own faith honestly, and support the teachings of the Catholic Church within their professional responsibilities.
9. Each vacancy which is open in the school division shall be advertised, if time permits and a competition held. Such competitions, including temporary teaching positions, shall only include superannuates if other suitable qualified candidates are unavailable.
10. All employees are hired for the school division and will be placed according to the needs of the school division.
11. All teachers must hold a valid Saskatchewan Teacher's Certificate, issued by the Saskatchewan Professional Teachers Regulatory Board.

Professional and Support Staff Recruiting/Hiring

Prince Albert Catholic Schools Criteria for Employment

The single most important action a school system can undertake is the recruitment and retention of exemplary staff. Therefore in hiring personnel to continuing, temporary or replacement contracts, the best candidates will be sought relative to the following criteria.

- 1) Preference in hiring is extended to Catholic persons who openly demonstrate the practice of their faith.
- 2) Employees must possess the required standards of academic and professional qualifications.
- 3) Employees are expected to:
 - a) publicly support the school division's philosophy, policies, and programs,
 - b) undertake to follow in and out of school, a lifestyle and deportment in keeping with the principles of the Gospel and the teachings of the Roman Catholic Church,
 - c) take seriously the spiritual dimension of their lives, understanding that this includes identification with a parish and participation in the life of the Church, and
 - d) adhere to Catholic Church teachings within their formal instructional responsibilities and in their informal interactions with students.
- 4) An employee's marital status must be in accordance with the requirements of the Roman Catholic Church. Where this is not the case, it is expected that the individual will take the necessary steps to understand and regularize his/her situation.
- 5) All teachers hired have completed or will complete during their first two years of service with the school division, formal training in religious education.
- 6) Teachers are expected to maintain and update their level of knowledge of the Catholic faith. To this end, all teachers are expected to participate in faith education offered by the school division during the course of each school year.
- 7) Any Catholic teacher hired may be required to teach Religious Education.