



## RECRUITMENT AND SELECTION OF TEACHERS

### Background

*Board Policy 1: Board Mandate, Mission, Vision, Values, and Goals* speaks to providing each student entrusted to our care with an education rooted in the Good News of Jesus Christ. To meet Holy Spirit Catholic School Division's vision, the teacher recruitment and selection process must ensure that the teachers hired for the division have the highest skill and commitment to Catholic education and dedication to the success of students.

### Procedures

1. Requisitions for staff recruitment and selection shall be submitted to the Deputy Superintendent.
2. Available teaching positions will be advertised both internally and externally.
3. Factors that will be considered in the selection of teachers are as follows:
  - 3.1 Practicing Catholics that are active in the parish and model Catholic values.
  - 3.2 Commitment to Catholic education.
  - 3.3 Professional training and experience.
  - 3.4 Professional achievements and contributions.
  - 3.5 Ability and qualifications.
  - 3.6 Personal qualities including effective interpersonal relationships, sensitivity and empathy, ability to work with others, communication skills, integrity and ability to exercise sound judgment.
  - 3.7 Information obtained from references.
4. Teachers may be asked to submit a medical certificate certifying they are in good health as required by *Administrative Procedure 419 – Medical Examination*.
5. The Deputy Superintendent acts as the sole agent Board in making contractual arrangements with the successful candidate.
6. Employment shall be confirmed upon receipt of the following documents from the new employee:
  - 6.1 A signed letter of offer or contract as applicable;
  - 6.2 Photo Identification;
  - 6.3 A clear, current Police or RCMP Information Check with Vulnerable Sector Intervention Check; and
  - 6.4 Social Insurance Card (or a social insurance confirmation letter from Services Canada)
7. Proof of valid Alberta Teacher Certification.