



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### HUMAN RESOURCES

#### HIRING AND APPOINTMENT OF TEACHING STAFF - 403

##### **Rationale**

The fundamental goal of the Catholic Independent Schools, Kamloops Diocese, is to create a Catholic educational community in each of its schools where human culture and knowledge, enlightened and enlivened by faith, are shared in a spirit of freedom, hope, and love. Consequently, it must be recognized "that the Catholic school depends upon (teachers) almost entirely for the accomplishment of its goals and purposes" (Vatican II). It is recognized, therefore, that well qualified, Catholic teachers who are active in the practice of their faith and committed to the goals of Catholic schools, are essential if a school is to meet its goals and objectives.

##### **Policy**

It is recognized that well-qualified professional staff are essential for a school to meet its goals and objectives. In order to ensure the hiring of teachers with appropriate personal and professional qualifications the Superintendent shall select, whenever possible, those candidates who are members of the Catholic Church, have a commitment to Catholic education which is endorsed by their lifestyle and practice, and possess the necessary academic and professional preparation for their assigned teaching duties.

##### **Procedure**

###### Teachers

1. Needs assessment for teachers:  
A Career Path Planning Document will be conducted annually, to determine their intentions for the coming year, and indicate whether a teacher is planning:
  - a. to remain on staff,
  - b. to leave (move, transfer, retire) or
  - c. to apply for a leave of absence.
  - d. Teachers who have accepted positions in other schools, or who are planning to leave at the end of the current school year, should submit their resignation in writing to the Superintendent of Schools and Principal, as soon as possible but no later than May 31<sup>st</sup> of that year.
2. Advertising
  - a. The Superintendent shall be responsible for advertising staffing needs as vacancies occur or as additional staff are required.
  - b. All positions shall be posted internally for seven days to notify all current staff that would qualify to apply for the position. The criteria for a suitable internal candidate will be determined by the local hiring committee.
  - c. If a suitable candidate cannot be found, the position is then posted externally. The criteria for a suitable external candidate will be determined by the local hiring committee.
  - d. Advertisements for specific positions may be placed in local, provincial, or national newspapers if necessary.
3. Internal and External Postings



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- a. Internal Posting — When a position becomes available, it is posted on Make a Future and any teacher with a continuing contract status and without a current contract may apply. The criteria for a suitable candidate will be determined by the local hiring committee.
  - b. External Posting — After a position has been posted internally, and the job is not filled, it will be advertised on the CISKD website via Make a Future. The criteria for a suitable candidate will be determined by the local hiring committee.
4. Definitions
  - a. Continuing Contract - A contract that is renewable. This may be a full-time or part-time contract.
  - b. New Teaching Position - A position that becomes available (full-time or part-time) when a teaching position remains unfilled due to the lack of a suitable candidate or all staff with 'continuing contracts' have secured a position.
  - c. Note: Teachers who had a "continuing contract" but were laid off due to decline of enrolment will be notified of any future Internal Postings for a period of one year following the termination of their contract
5. Screening of Applicants

Applications will be:

  - a. Applications will be screened by the Superintendent's office and returned to the School Principal for review and reference checks.
  - b. Principals of schools will, in consultation with the Superintendent, select candidates for interview from the approved list of Applicants.
  - c. Postings and Application forms are available on the CISKD website under Careers and include details of information and references to be submitted.
6. Professional qualifications
  - a. The applicant must possess a valid teaching certificate in accordance with the regulations of the Ministry of Education and the BC Teacher Regulation Branch and have competency at the level and in the area of teaching for which he/she is being considered.
  - b. Current membership for teachers possessing a valid teaching certificate in the BC Teacher Regulation Branch is a condition of employment.
  - c. If a teacher with a valid teaching certificate cannot be found the school/authority can apply for a Letter of Permission. This is a special permit that allows someone to teach without a certificate in a particular independent school authority. The school/authority will follow the application guidelines for a Letter of Permission as outlined by the Ministry of Education.
7. With respect to character and religious training:

The preferred applicants should:

  - a. be a baptized Catholic, and a registered member of a Catholic parish.
  - b. display exemplary character and a faithful fulfillment of religious practice common to all members of the Catholic faith,
  - c. display a willingness to teach the religious program, as approved by the Bishop of Kamloops,



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- d. have or be willing to complete a program of religious education acceptable to the diocesan authority, or agree to complete the requirements of the diocesan faith formation program for teachers within the first two years of employment,
    - e. be willing to take the necessary steps to upgrade or maintain a level of religious knowledge and understanding appropriate to a teacher in a Catholic school and
    - f. be willing to provide opportunities in teaching at all levels for the inclusion of gospel values.
8. With respect to health:  
The applicant must:
  - a. be in good health, sufficient to perform his/her duties as required.
9. With respect to interview considerations:  
The following factors should be taken into consideration in interviewing applicants for teaching positions:
  - a. the applicant is a practicing Catholic, i.e., baptized and an active member of a Catholic parish community,
    - b. suitability of the applicant for the position with respect to:
      - i) grade level,
      - ii) subject specialization and
      - iii) present and future needs of the school,
      - iv) training, experience, and academic background,
      - v) ability to manage students,
      - vi) voice, fluency, correct usage, and enunciation of language,
    - c. suitability of the applicant to fit into:
      - i) the general pattern of the school and the school system,
      - ii) the school and school system's objectives and philosophy
      - iii) relationship with students and staff.
10. The Interview:  
Successful candidates for a teaching position shall be interviewed by a committee consisting of the principal, pastor or representative, and at least one member of the Local School Committee.
11. Appointment to a position:
  - a. The principal will inform the Superintendent of the teacher recommended for hiring and the Superintendent will offer them the position.
  - b. A contract will be drawn up by the CISKD Central Office.
12. Contracts for New Staff:  
When offering new contracts, three days shall be provided for the examination of the contract before signing off.
13. A "Hiring Package" will be completed for each employee, including substitutes. These hiring Packages should be sent to Central Bookkeeping as soon as the employee is hired so the employee receives payment within the pay period.
14. Applicants of Other Faith Denominations



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- a. Every effort must be made to employ Catholic teachers. On occasions it is necessary to employ teachers who are not of the Catholic faith. It is important that the successful applicant be willing to support and/or teach the students in learning about the teachings and practices of the Catholic faith.

15. The Superintendent will approve all hiring of teachers who are not of the catholic faith.

Date Approved: May 1995
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