

# HIRING PRACTICES FOR PROFESSIONAL STAFF

## Background

The Division shall employ all staff necessary for its operation by selecting, for each position, the most suitable candidate for the position within the limits of its resources. The qualifications of the person selected will meet the experience, knowledge, skills and attributes required for the position. All hiring practices shall be in accordance with the Alberta *Education Act*, applicable provincial and federal statutes and within the provisions of employee collective agreements and handbooks.

## Procedures

### 1. Principles Related to Hiring Practices

- 1.1 The staffing process must be fair, consistent, and open.
- 1.2 Division practices are to provide opportunities for current staff to move from part-time to full-time positions or to change assignments, where desired and practical. The Division recognizes an obligation to staff.
- 1.3 The role of assistant principal is to be considered as a training ground for future principals; thus, when filling the position of assistant principal, the selection committee is to attempt to determine the candidates' abilities to meet the requirements of the assistant-principalship, and to assess their potential as a principal.
- 1.4 The philosophy of the individual selected must be consistent with the prevailing philosophy of the Division in all placement decisions.
- 1.5 Obligations to staff must be met first. For example, teachers returning from leaves of absence will be placed before teachers new to the Division are hired.
- 1.6 In order to maintain impartiality and uphold the integrity of the hiring process, all members of the interview panel must disclose to the Assistant Superintendent or designate any personal relationship with any of the candidates who are being considered for an interview. A personal relationship is defined as any familial, romantic, financial, or close personal connection that could potentially influence the panel member's objectivity. Upon disclosure, the Assistant Superintendent or designate shall determine if the panel member will be required to recuse themselves from the interview.
- 1.7 Generally, the Division will not transfer staff during the school year.
- 1.8 Prospective employees must submit a Criminal Record Check (including Vulnerable Sector) within 45 days of hire and every 5 years thereafter. All employees must also sign a Records Disclosure form at the time of hire.
- 1.9 Unless there are extenuating circumstances, all positions that may lead to a permanent position will be advertised. The Division reserves the right to create teaching and

administrator applicant pools in situations where it is anticipated there will be multiple vacancies to be filled, including permanent positions.

- 1.10 The Superintendent or designate(s) will have the final say in the selection of the successful candidate.
- 1.11 All persons involved in hiring processes are responsible for ensuring that information concerning candidates, which is acquired during the hiring process, is held in strict confidence and is shared with only the appropriate staff and resource persons. All documents relating to employment, including the application itself, are Battle River School Division confidential documents. No public discussion will take place during a meeting that may divulge any personal matter concerning any candidate.

## 2. Hiring

- 2.1 Either the Principal/Supervisor, or the Assistant Superintendent - Human Resources or designate(s), **must** check references and ensure the candidate has a valid teaching certificate before a contract is offered. Only references provided by the candidate shall be contacted by the Principal/Supervisor.
- 2.2 Generally, references will not be contacted unless a candidate is being considered for an offer of employment.
- 2.3 Contacting a previous employer or supervisor who is not listed as a reference requires written consent of the applicant and will be at the discretion of the Assistant Superintendent of Human Resources or designate.
- 2.4 Upon confirmation of acceptable reference checks and a valid teaching certificate, the Principal/Supervisor must have consent from the Assistant Superintendent of Human Resources or designate before making an offer of employment to the successful candidate.
- 2.5 Once the candidate has accepted the position, the Principal/Supervisor must:
  - 2.5.1 Complete a *Staffing Information Requirement Form (SIRF)* and submit to HR immediately following acceptance of a position.
  - 2.5.2 Complete an *Orientation Checklist* (Form 410-2) and submit to HR.
- 2.6 Interview questions and notes and all reference check documentation for each shortlisted candidate must be submitted to the Human Resources department to be kept on file.

## 3. Roles

- 3.1 The Assistant Superintendent - Human Resources or designate(s) will attend to the advertising and the development of the list of prospective candidates for positions while the development of the short list will be done by the supervisor in consultation with the Human Resources department.
- 3.2 The decision on whom to hire should be based on information gleaned from the resume, from references and from the interview itself.
- 3.3 Decisions will be reached by consensus. If a consensus cannot be reached the final decision will rest with the Superintendent or designate.

#### 4. Return from Leaves of Absence

- 4.1 On return to work from a leave of absence, the staff member will be provided with their former position, if practical, or with a comparable position. This does not imply that the staff member has any advantage or disadvantage in the event that staff reduction or program changes become necessary.

#### 5. Movement from Part-Time to Full-Time Contracts

- 5.1 Some positions may be designated as “part-time”. Thus, teachers who accept these assignments need to recognize that they may have limited opportunity to move to full-time status and remain in their current position.

- 5.2 Administrators recognize an obligation to move teachers from part-time to full-time contracts where:

- 5.2.1 Program needs are met, and
- 5.2.2 Division needs are met.

Reference: Section 52, 53, 197, 198, 199, 201, 202, 203, 204, 205, 222, Education Act  
Child, Youth and Family Enhancement Act (2019)  
Freedom of Information and Protection of Privacy Act  
Student First Act (2021)

Forms: Records Disclosure  
Staffing Information Requirement Form (SIRF) 410-1 / 430-1  
Orientation Checklist - Teachers 410-2