

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 431 - Recruitment of Instructional Staff

Policy

The most capable and highly qualified instructional staff available will be recruited and employed by the District.

Procedures:

1. The Superintendent shall ensure that the complement of instructional staff will enable the District to fulfill its special mandate and responsibilities.
2. The Superintendent shall consider the following factors in the recruitment of instructional staff:
 - 2.1 Commitment to Catholic Education;
 - 2.2 Personal qualities including effective interpersonal relationships, sensitivity and empathy, ability to work with others, communication skills, integrity and ability to exercise sound judgement;
 - 2.3 Professional training and experience;
 - 2.4 Professional achievements and contributions;
 - 2.5 Ability and qualifications; and
 - 2.6 Reference information.
3. The Superintendent is to advertise positions for instructional staff in the District as required and may advertise outside the District at any time.
4. The Superintendent shall be responsible for:
 - 4.1 The internal and external advertisement of all vacant instructional staff positions;
 - 4.2 Guiding and supervising the recruitment activities of the District;
 - 4.3 The assessment of District-wide staffing requirements based on program need and attainment;

- 4.4 Ensuring that all staff nominated for employment meet certification requirements and qualifications for the position;
- 4.5 Ensuring all written contracts, records and related personnel matters are properly filed and maintained in accordance with provincial and Board requirements;
- 4.6 Ensuring that instructional staff budgetary entitlements are utilized effectively; and
- 4.7 Providing an informational report to the Board indicating staff changes.

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