

## Administrative Procedure 400

---

# RECRUITMENT, SELECTION AND TRANSFER OF EMPLOYEES

## Background

It is the unique philosophy of education that sets a Catholic school district apart from other publicly funded school districts. The successful attainment of the District's desired outcomes for students depends ultimately upon the calibre of its staff.

The district is committed to staffing all district positions with well-qualified candidates. The most capable and highly qualified professional and support staff available will be recruited and employed by the District.

District needs and collective agreements, where applicable, will also be respected when filling these vacancies and when transferring employees within the district. Employees are selected and appointed on the basis of education, experience, abilities and skills in a fair, equitable and accountable manner.

All staff must be motivated by the philosophy and educational goals of Fort McMurray Catholic Schools and our core values. All individuals who work in the district must be committed to ensuring that Catholic faith values and teaching permeate the school's instructional program, learning environment and organizational culture.

It is expected that all Certificated and Non-Certificated instructional staff members will possess and demonstrate the academic and professional excellence necessary to work cooperatively in the field of instruction of students.

In accordance with the School Act and Board Policies 11, 12 and 14, the Superintendent of Schools has been delegated the authority to:

- Employ staff;
- Transfer staff;
- Suspend from the performance of the teacher's duties or terminate the services of a teacher; and
- Suspend from the performance of duties or terminate the services of any non-certificated staff members; Terminate contracts of employment with non-instructional staff; and

## Procedures

1. The Superintendent shall be responsible for:
  - 1.1 The assessment of District-wide staffing requirements based on priorities identified in the Education Plan, program needs, enterprise risk management, legislative requirements and budget;
  - 1.2 Guiding and supervising the recruitment activities of the District; and

- 1.3 Providing quarterly report to the Board on the staffing of funded positions and budget estimates.
2. The Director of Human Resources shall be responsible for:
  - 2.1 the posting, advertising (internally and externally) and filling of vacant funded positions. The process shall be subject to the terms of collective agreements where applicable;
  - 2.2 a hiring procedure is in place that includes the use of application forms, resumes, interviews, reference checks and where appropriate, position profiles and job descriptions;
  - 2.3 a staffing and transfer process that is guided and compliant with the provisions of the School Act and the terms of the Collective Agreements where applicable;
  - 2.4 ensuring that all staff nominated for employment meet certification requirements and qualifications for the position;
  - 2.5 ensuring all written contracts, records and related personnel matters are properly filed and maintained in accordance with Provincial and Board requirements;
3. The following factors will be considered in the recruitment of certificated staff:
  - 3.1 Commitment to Catholic Education;
  - 3.2 Personal qualities including effective interpersonal relationships, sensitivity and empathy, ability to work with others, communication skills, integrity and ability to exercise sound judgement;
  - 3.3 Professional training and experience;
  - 3.4 Professional achievements and contributions;
  - 3.5 Ability and qualifications; and
  - 3.6 Reference information.
4. Given that one of the main function of the School Principal and Vice-Principal is to be spiritual leader(s) of their School Catholic Community, only practicing Catholics will be considered for these positions.
5. The staffing process and procedures for all district employees shall be guided and compliant with the provisions of the School Act and the respective Collective Agreements.
6. Offers of employment for all employee groups shall be in writing and only from the Director of Human Resources or designate. School Administrators, including Principals, Vice-Principal or Classroom Support Teachers **do not** have the authority to made any offer of employment or imply to anyone that an offer of employment will be made.
7. All offers of employment shall be conditional on the prospective employee compliance with the provisions of AP 403 – Criminal Record Check and Vulnerable Sector Check.

---

Approved: May 1, 2019

Reference: [School Act](#), Section 19, 20, 22, 60, 61, 92, 93, 95, 96, 97, 113, 116, 117  
[Alberta Human Rights Act](#)

[Child, Youth and Family Enhancement Act](#)  
[Employment Standards Code](#)  
[Freedom of Information and Protection of Privacy Act](#)  
[Personal Information Protection Act](#)  
[Teaching Profession Act](#)  
Collective Agreements