

## Administrative Procedure 400

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Updated: February 2008

# RECRUITMENT AND SELECTION OF TEACHERS

## Background

To meet Holy Spirit Catholic Schools' 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 within the division first and as necessary outside of the division.
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 must 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 A Child Welfare check;
  - 6.3 A Criminal Records check; and
7. Proof of valid Alberta Teacher Certification.