

Administrative Procedure 400

HIRING AND APPOINTING PERSONNEL

Background

All personnel appointed to the staff of the Division shall be of exemplary character and possess competency in the skills required for the position to which they are being appointed. It is understood that they have been hired to assist the Division in carrying out its mission.

With reference to teachers

- If Catholic:
 - Candidates shall attest that she/he is a practicing Catholic;
 - Candidates shall represent that she/he is capable and willing to teach a fully permeated Catholic faith both in and outside of formal religion classes, celebrations and exercises;
 - Candidates undertake to follow, both in and out of school, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, participation in the Sacraments of the Church and living in harmony with the principles of the Gospel and teachings of the Catholic Church;
 - Candidates acknowledge and agree that either the Division or the Teacher may seek the interpretation and assistance of the local Bishop in order to clarify what are the principles of the Gospel and teachings of the Catholic Church;
 - Candidates have or shall provide the Division with a testimonial from a priest or member of the pastoral team attesting to her/his faith commitment; and
 - Candidates understand and are committed to the responsibility to undertake periodic professional development related to Catholicity and to fully support the spiritual development of students.
- If not Catholic:
 - Candidates recognize that she/he will be teaching in a fully permeated Catholic School setting and are comfortable with and respectful of the teachings and traditions of the Catholic Church;
 - Candidates undertake not knowingly to speak against or act in a manner to disparage the practices and beliefs of the Catholic Church and agree to participate as appropriate in religious celebrations and exercises;
 - Candidates undertake to follow, both in and out of school, a lifestyle and deportment in harmony with the principles of the Gospel and teachings of the Catholic Church;
 - Candidates acknowledge and agree that either the Division or the Teacher may seek the interpretation and assistance of the local Bishop in order to clarify what are the principles of the Gospel and teachings of the Catholic Church;



- Candidates have or shall provide the Division with a testimonial from a religious leader of her/his faith attesting to her/his faith commitment; and
- Candidates understand and are committed to the responsibility to undertake periodic professional development related to Catholicity and to fully support the spiritual development of students.

In the Division the authority to appoint personnel to positions shall vary depending upon the category of the position.

Definitions

Acting is the term used to describe the naming of a temporary replacement.

Appoint is the term used to describe the naming of staff to positions other than that of principal and assistant principal.

Assign is the term used to describe the identification of the location or area of responsibility to those appointed or designated to positions.

Catholic shall mean a baptized member of the Roman Catholic Church or one of the Eastern Catholic Churches.

Classified staff refers to all staff within AUPE, Unifor, and Out of Scope staff.

Confirm is the term used to describe the formal validation of the selection.

Continuing contracts are contracts that remain in force from year-to-year.

Designate is the term used to describe the naming of principals and assistant principals to the Division.

Internal secondment is the transfer of an employee from one position to another within the Division for a specific period of time.

Probationary contracts must be for a complete school year and cannot be offered to someone employed by the Division the preceding year (except as a substitute or temporary teacher). Probationary contracts terminate on the following June 30. A probationary contract may be extended for an additional period not to exceed one year if the evaluation of a teacher indicates a further probationary period is required.

Probationary period is the evaluative period prior to consideration for a continuing contract.

Temporary contracts are used when a teacher is employed for the purpose of filling a vacancy expected to be 20 or more consecutive teaching days. This written contract specifies the starting day. It may specify the ending date, but if not, it ends on the following June 30.

Select is the term used to describe the choosing of the most suitable candidate.

Procedures

1. The Chief Superintendent shall appoint superintendents and coordinators holding a teaching certificate. The appointments shall be reported to the Board as information.



- 1.1 Appointments shall be made on a term basis.
- 1.2 New appointees shall serve a one-year probationary period.
2. The Chief Superintendent shall appoint classified senior administrators.
 - 2.1 Appointments shall be made on a continuing basis.
 - 2.2 New appointees shall serve a one-year probationary period.
3. The Chief Superintendent shall designate principals and assistant principals. These designations shall be reported to the Board as information.
 - 3.1 New designees shall be given a three-year probationary designation.
 - 3.2 A principal with a designation who accepts a designation as an assistant principal is not required to serve a probationary period.
 - 3.3 Principals and assistant principals holding school-specific designations under the *Education Act* shall continue to do so for so long as they remain in their current location.
 - 3.4 Notwithstanding clause 3.3, individuals wishing a designation to the Division may do so by requesting that their designation to the school be removed subject to their being given a designation to the Division.
 - 3.5 Upon re-assignment, the designation shall be to the Division.
 - 3.6 Acting designations and assignments shall be made by the Chief Superintendent for a period not to exceed one year and reported to the Board as information.
4. The Chief Superintendent shall assign principals and assistant principals. These assignments shall be reported to the Board as information.
5. Consultants and management staff holding a teaching certificate shall be appointed by the Chief Superintendent on a term basis. Such appointments shall be reported to the Board as information.
6. Contingent on Division needs, the Superintendent, Human Resource Services shall hire staff.
 - 6.1 All staff members must cooperate in working towards the achievement of the objectives of Catholic education as set down for the Division. This means that all staff members must themselves accept the Catholic philosophy of education, exhibit their acceptance in their actions, and be willing to carry on a Catholic education program including Religious Education as required by the Division.
 - 6.2 All newly appointed staff must submit a Police Information Check and a Child Intervention Check.
 - 6.3 All teachers must hold a valid teaching certificate in accordance with the Regulation of Alberta Education.
 - 6.4 Teachers must have completed a course in Catholic theological foundations and a course in religious education methodology appropriate to the instructional level or subject areas in order to be considered for a continuing contract. Those teachers who do not have the required courses at the time of hiring, must complete them prior to being



eligible for a continuing contract. The makeup of these courses and the completion of the same shall be at the sole discretion of the Religious Education Consultant.

- 6.5 It is understood that, from time to time, teachers who are not of the Catholic faith may be hired to temporary or probationary contracts when there are no suitable candidates available who are of the Catholic faith. Continuing contract status will only be granted to teachers who are not of the Catholic Faith.
 - 6.5.1 Based on the extraordinary needs of the Division.
 - 6.5.2 After receipt of a letter of support from a pastor or minister of the teacher's faith.
 - 6.5.3 After recommendation by the Principal(s), and the Staffing Manager, Human Resource Services.
 - 6.5.4 By written authorization of the Chief Superintendent.
- 6.6 Teacher appointments are to the Division as a whole.
- 6.7 Classified staff including employees exempt from a collective agreement, employees who belong to Unifor, and employees who belong to AUPE shall serve a probationary term.
- 6.8 From time to time, the Chief Superintendent may designate a Division administrator, principal or an assistant principal who is not currently an employee of the Division.
 - 6.8.1 A Division administrator will be provided with a probationary administrator contract for one year.
 - 6.8.2 A principal or assistant principal will be provided with a continuous teacher contract and a probationary administrator contract.
 - 6.8.3 When the new designee's spouse is a teacher, the following may apply:
 - 6.8.3.1 If the designee's spouse meets the requirements of an "experienced Catholic educator" as defined from time to time, and based on Division need, the spouse could be offered a probationary contract in the first year, and, based on successful evaluation and recommendation of the Principal, could be offered a continuous contract in the second year.

7. School-based department heads shall be selected by the Principal on a term basis.

Adopted: April 3, 2000
Reviewed/Revised: December 4, 2000, June 12, 2002, June 28, 2013, September 19, 2016, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 196, 197, 198, 199, 202, 203, 204, 205, 206, 207, 209, 222, 225
Alberta Human Rights Act
Child, Youth and Family Enhancement Act
Employment Standards Code
Freedom of Information and Protection of Privacy Act
Teaching Profession Act
Collective Agreements