



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES

TITLE: RECRUITMENT AND PLACEMENT

CODE: 4031 Recruitment

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Reference Matrix	
Education Act (1995)	Section 85, 87
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

### Background:

The Board of Education will recruit employees to fulfill the Vision, Mission, and Guiding Principles of the Holy Family RCSSD No. 140.

The Board expects that employees will consistently work towards the achievement of the system goals established by the Board of Education, and that employees will do their best to achieve the vision of “Relevant, global, high quality Early Learning to Grade 12 Catholic education to children in our community”.

### Procedures:

1. The Director of Education or designate endeavors to employ the best-qualified personnel for the Division. In all cases, the needs of students, the ability of the applicant, and the job description are to be matched as closely as possible.
  - 1.1. Preference in hiring will be extended to Catholic applicants who openly demonstrate the practice of their faith and possess the necessary specialized skills and expertise.
  - 1.2. If a suitable Catholic applicant, who openly demonstrates the practice of their faith, is not available for a particular position, preference will be given to applicants who openly demonstrate a Christian faith-based life and possess the

necessary specialized skills and expertise.

2. All applicants being considered for employment with the Board of Education are to be informed of the following expectations:
  - 2.1. To abide by the ideals and principles of the Catholic Church and, by word and example, to encourage Catholic students to do likewise;
  - 2.2. Make positive contributions to the development of a genuine spirit of Christian community within the school;
  - 2.3. Participate in the school's religious activities;
  - 2.4. Support the religious program in the school and teach religion courses as required by the Board;
  - 2.5. Follow, both in and out of school, a lifestyle and deportment in harmony with Catholic teaching and principles.
  - 2.6. The Board encourages continual renewal of one's faith;
  - 2.7. A pastoral reference is required.
3. Employees who are not of the Catholic faith are expected to respect the ideals and principles of the Catholic Church, the Catholic school, and are to avoid contradiction of these ideals and principles in word and example.
4. Recruitment and Placement of School Administrators
  - 4.1. The Director of Education is responsible for the recruitment of school administrators.
  - 4.2. The Director of Education shall determine the process used to identify school administrators.
  - 4.3. Positions may be advertised internally and externally.
  - 4.4. A panel convened by the Director of Education will select school administrators.
  - 4.5. The Director of Education shall endeavor to employ persons with the skills and competencies required for the school administrator assignment, and who are of exemplary character. In every instance the needs of the students, the abilities of the school administrator, and the school assignment should be matched as closely as possible.
  - 4.6. Administrative appointments will be reported to the Board.

## 5. Transfers

5.1. The Director of Education may consider a reassignment of school administrator duties by way of transfer to another school.

5.1.1. Reassignments may be initiated by the Director of Education or designate;

5.1.2. No reassignment will be made without discussing the reassignment with the school administrator(s) involved.

5.1.3. School administrators may be transferred from one school to another to accommodate:

5.1.3.1. The best interests of the students;

5.1.3.2. A request from a school administrator;

5.1.3.3. The needs of the Holy Family RCSSD No. 140.

## 6. Recruitment and Placement of Professional Support Staff

6.1. The Director of Education or designate is responsible for the recruitment of all professional support staff.

6.2. The Director of Education or designate shall determine the process used to identify professional support staff.

6.3. Positions will be advertised internally and externally.

6.4. A panel convened by the Director of Education or designate will select professional support staff.

6.5. Professional support staff appointments may be reported to the Board, as appropriate.

## 7. Recruitment and Placement of Teaching Staff

7.1. The Superintendent of School Operations or designate is responsible for the recruitment of all teachers.

7.2. Recruitment and appointment procedures are determined by the Superintendent of School Operations or designate.

7.3. The Superintendent of School Operations or designate shall endeavor to employ persons with the skills and competencies required for the teaching assignment, and who are of exemplary character. In every instance the needs of the students, the abilities of the teacher, and the teaching assignment should be matched as closely as possible.

7.4. The school administrator, in consultation with the teacher, shall assign the specific teaching duties of that teacher.

7.5. School administrators are to consider all in-school reassignments first when staffing their schools:

7.5.1. Reassignments within the school may be initiated by a teacher, school administrator, or the Superintendent of School Operations or designate;

7.5.2. No reassignment within the school is to be made without discussing the reassignment with the teacher(s) involved.

7.6. When a vacancy exists, it may be advertised internally and externally.

## 8. Recruitment and Placement of French Immersion Teachers

8.1. The Superintendent of School Operations or designate will arrange for a person fluent in French to attend teacher interviews, as necessary, to ascertain the language ability of the candidate(s).

8.1.1. The name of the person will be available to the School Community Council upon request.

## 9. Transfers

9.1. The Superintendent of School Operations or designate may consider a reassignment of teaching duties by way of transfer to another school. In such instances the school administrator will be part of this process.

9.1.1. Reassignments may be initiated by the Superintendent of School Operations or designate, a teacher, or the school administrator;

9.1.2. No reassignment will be made without discussing the reassignment with the teacher(s) involved.

9.1.3. Staff members may be transferred from one school to another to accommodate:

9.1.3.1. The best interests of the students;

9.1.3.2. A request from a teacher;

9.1.3.3. The needs of the Holy Family RCSSD No. 140.

9.2. Teachers will be provided with an opportunity to complete [OP 4031 Appendix 1 Teacher Intent Form](#).

9.3. The Superintendent of School Operations or designate will meet with the school

administrators to determine school staffing needs as part of the staffing procedures.

9.3.1. Teacher positions are filled by:

- 9.3.1.1. Teacher requests;
- 9.3.1.2. Transfers;
- 9.3.1.3. Recruitment of new staff.

9.4. If a teacher is transferred to a different community at the Board's request, a relocation allowance will be provided. The amount of said allowance will be determined upon receipt of two quotes.

## 10. Recruitment and Placement of Substitute Teachers

10.1. The school administrator or designate is responsible for the recruitment of substitute teachers to provide services when a regular teacher is ill or absent for other reasons.

10.1.1. The school administrator or designate shall recruit substitute teachers from the approved list provided by the Superintendent of School Operations or designate.

10.2. Teachers who wish to teach on a substitute basis shall forward a resume to Human Resources and complete an interview with the Superintendent of School Operations or designate before being placed on the Division sub list.

10.2.1. Upon completion of a successful interview, a new hire package of forms shall be given to the teacher by the Superintendent of School Operations or designate.

10.3. In all cases, the school division, not the absent teacher, pays the substitute teacher his or her salary.

## 11. Recruitment and Placement of Non-Teaching Support Staff

11.1. Recruitment and placement procedures are to be determined by the Superintendent of School Operations or designate in consultation with the school administrator.

11.2. Preference in hiring will be extended to Catholic applicants who openly demonstrate the practice of their faith and possess the necessary specialized skills and expertise.

11.3. The Superintendent of School Operations or designate and school administrator are responsible for hiring non-teaching support staff.

- 11.4. Vacant positions are to be advertised internally and externally, or in accordance with the terms of any collective agreement that may be in place.
- 11.5. If a suitable Catholic applicant, who openly demonstrates the practice of their faith, is not available for a particular position, preference will be given to applicants who openly demonstrate a Christian faith-based life and possess the necessary specialized skills and expertise.
- 11.6. Positions are to be filled in accordance with provisions determined by the Superintendent of School Operations or designate, and in accordance with the terms of any collective agreement that may be in effect.

## 12. Recruitment and Placement of Substitute Non-Teaching Support Staff

- 12.1. The school administrator or designate is responsible for the recruitment of substitute non-teaching support staff to provide services when a regular non-teaching support staff is ill or absent for other reasons.
- 12.2. Non-teaching support staff who wish to work on a substitute basis shall forward a resume to Human Resources and complete an interview with the school administrator or designate before being placed on the Division sub list.
  - 12.2.1. If the necessary requirements are met, the school administrator or designate shall forward the new hire package of forms to Central Office for processing.

## 13. Recruitment and Placement of Caretakers and Bus Drivers

- 13.1. Recruitment and placement procedures are to be determined by the Manager of Facilities and Transportation in consultation with the school administrator and Director of Education or designate.
  - 13.1.1. Provision of an acceptable Driver's Abstract is required for bus drivers. Driver Abstract Request forms are available from Saskatchewan Government Insurance.
- 13.2. The responsibility for hiring caretakers and bus drivers is to be determined by the Manager of Facilities and Transportation in consultation with the school administrator and Director of Education or designate.
- 13.3. Preference in hiring will be extended to Catholic applicants who openly demonstrate the practice of their faith and possess the necessary specialized skills and expertise.
- 13.4. Vacant positions are to be advertised internally and externally, or in

accordance with the terms of any current applicable contract.

13.5. If a suitable Catholic applicant, who openly demonstrates the practice of their faith, is not available for a particular position, preference will be given to applicants who openly demonstrate a Christian faith-based life and possess the necessary specialized skills and expertise.

13.6. Positions are to be filled in accordance with provisions determined by the Manager of Facilities and Transportation in consultation with the Director of Education or designate, and in accordance with the terms of any applicable contract that may be in effect.

#### 14. Recruitment and Placement of Substitute Caretakers and Bus Drivers

14.1. The Manager of Facilities and Transportation or designate is responsible for the recruitment of substitute caretakers and bus drivers to provide services when a regular caretaker or bus driver is ill or absent for other reasons.

14.2. Caretaker or bus driving staff who wish to work on a substitute basis shall forward a resume to Human Resources and complete an interview with the Manager of Facilities and Transportation or designate before being placed on the Division sub list.

14.2.1. If the necessary requirements are met, the Manager of Facilities and Transportation or designate shall forward the new hire package of forms to Central Office for processing.