

Administrative Procedure 400

STAFF RECRUITMENT AND SELECTION

Background

Personnel who are committed to the goals of Catholic education and demonstrate professionalism and expertise in their area of responsibility represent one of the most important components of our District. We cannot be successful without good morale and effective teamwork. It is our responsibility to carefully select and place each staff member in the total team.

The District is committed to Catholic education and will recruit and select the most qualified individual for any vacant position.

Procedures

1. All things being equal, preference will be given to candidates who are Catholic and/or who demonstrate a strong commitment to Catholic education.
2. All vacant positions within the District in any given school year will be made known to all staff members through regular channels of communication and may be advertised externally.
3. All staff within the District shall:
 - 3.1 have competency in the skills required for the positions to which they are being appointed;
 - 3.2 have educational training in the subject area to which they are assigned;
 - 3.3 understand and appreciate the Catholic philosophy of education;
 - 3.4 strive to be a good example to students;
 - 3.5 abide by the policies and procedures of the District;
 - 3.6 adopt a personal lifestyle in department and harmony with Catholic teaching and principles;
 - 3.7 all beginning teachers and teachers new to the District will take part in the District's faith formation program.

4. All Catholic teachers will be capable and willing to teach in a fully permeated Catholic faith both in and outside of formal religion classes, celebrations and exercises.
5. We welcome the expertise and commitment of non-Catholic teachers, provided that they have an awareness of and respect for the principles, philosophy, and spirit of Catholic education. We would expect that they too would be ambassadors for Christ, but they should not be put into a catechetical role in the school in which they provide direct religious instruction.
6. References from a teacher's pastor are required under the following circumstances:
 - 6.1 All teachers require a current pastoral reference to be eligible for a continuous contract. Preference will be given to teaching candidates who are able to present a current pastoral reference during the staff selection process for temporary and probationary teaching positions.
 - 6.2 Candidates applying for administrative positions must be practicing Catholics and require a current pastoral reference (within the past 12 months).
 - 6.3 Pastoral Reference (*Form 400-1*) completed by the employee, and endorsed by the Parish Priest. The Pastoral Reference will be on file with Human Resources.
7. Staff selection interviews shall be treated in a confidential manner.
8. Appointments of all staff will be as staff of the District. The Superintendent or designate in consultation with the principals will make assignment of duties to a particular school. Staff may be assigned to one or more schools in the District and may be moved from school to school as the needs of the District dictate.
9. The Superintendent and/or designate, in consultation with the principal, will be responsible for the selection of school-based personnel. The Superintendent or designate and principal will determine the nature of the position to be filled. The principal, in consultation with the Superintendent or designate, will screen, shortlist, and interview the most suitable candidate.
10. The Superintendent or designate will be responsible for the selection of substitute Teachers.
11. Pastoral Reference *Form 400-1* Appendix (attached).

Reference: Section 19, 20, 22, 60, 61, 92, 93, 95, 96, 97, 113, 116, 117, School Act
Child Welfare Act; Employment Standards Act
Freedom of Information and Protection of Privacy Act; Individual Rights Protection Act

Cross Reference: Policy 12 – The Role of the Superintendent



MEDICINE HAT CATHOLIC BOARD OF EDUCATION
Pastoral Reference for the Catholic Educator



- Candidate for a teaching position with Medicine Hat Catholic Board of Education
 Candidate for a leadership position with Medicine Hat Catholic Board of Education

To be completed by Candidate:

Candidate Name (Print): _____ Phone: _____ Cell: _____

Address: _____ City: _____ Prov: _____ Postal Code: _____

1. Parish Currently Attending: _____ Parish Priest: _____ How Long Attending: _____

- a. Are you a Registered Member: Yes No
b. Parish Activities you are involved in:

2. Previous Parish Attended: _____ Parish Priest: _____ How Long Attending: _____

- a. Parish Activities you were involved in:

3. Why do you want to teach / lead in a Catholic School?

4. How will you be a role model of Christian witness to students in a Catholic School?

Candidate Signature:

Date:

To be completed by Parish Priest:

Parish Priest (Print) _____ Parish: _____ Phone: _____

1. I know this candidate: Very Well Limited New Parishioner
2. This candidate: Is a registered member of the parish? Yes No
Is involved in church ministries? Yes No
Attends Mass regularly? Yes No

3. General Comments from Parish Priests:

Parish Priest Signature

Date:

PASTORAL REFERENCE PROCESS:

Signature of Parish Priest and Church Seal is required on completed form. Parish to forward completed form by mail to:

Mailing Address: Human Resources, Medicine Hat Catholic Board of Education, 1251 – 1st Avenue SW., Medicine Hat, Alberta T1A 8B4
Inquires about the Form or the Process can be directed to Human Resources (403.527.2292)

