



ADMINISTRATIVE GUIDELINE

Title: Teacher Hiring Practices

Effective Date: March 31, 2021  
Responsibility: Superintendent of Business



processes so that no stage creates a barrier for candidates.

### 1.3 Employment Mobility

Teachers will have equal opportunity to apply for any position (occasional, long-term occasional, or permanent) for which they are qualified irrespective of where they are currently employed, subject to staffing provisions detailed in collective agreements between the Board and its teacher bargaining units.

### 1.4 Fairness and Transparency

To support a fair and transparent process for candidates, our selection process will be guided by the following:

1.4.1 **Job Postings:** All job postings will include the bona fide or legitimate job requirements and qualifications, while following the requirements outlined in Regulation 298, "Operation of Schools – General". Hiring principals must submit posting requests outlining the requirements and qualifications to Human Resources for review prior to advertising the position.

Selection and Appointment: Teacher hiring decisions will be based on an interview and reference check process as a minimum; however, the Board may provide alternative options for hiring panels to utilize that may include but are not limited to written components or presentations. These selection tools will have criteria for evaluating the performance of the candidates that are related to the positions and performance expectations. The Board will o a o a o a (6v-1(eria(bu)-7a )-7)-4.3 0 34.2.19 Tm00





demographic data as a foundation for well-informed discussions and decision-making about the vision for a diverse and inclusive workplace, as well as the policies, programs, and procedures that will help to achieve that vision.

The Board will utilize quantitative data collection through a voluntary workforce census in helping to identify employment barriers as well as assess diversity in the candidates applying for positions.

#### 2.4 Employment Systems Review (ESR)

The Board will utilize workforce demographic data, to examine its employment systems to assist in identifying barriers for potential candidates which may unfairly impact their chances to succeed. In addition, the Board will undertake to examine the organizational culture for unconscious values, assumptions, and behavioural norms that can disadvantage groups and individuals based on their personal characteristics.