ADMINISTRATIVE REGULATION

HIRING

1) All vacant positions will be advertised internally within our Board, in accordance with the Collective Agreements. Qualified candidates within the Superior North Catholic District School Board will be given priority to be interviewed.

2) Advertisements in local papers or the Jobs In Education web site will be used to recruit candidates where necessary. While qualified candidates within the Superior North Catholic District School Board are to be interviewed, they will be selected only if they are judged to be the most suitable candidate, by the Selection Committee.

3) All advertisements shall conform with an approved design and in consultation with the Payroll/HR Officer at the Board Office, prior to any advertisements being placed within the system, or in local newspapers.

4) The Payroll/HR Officer will ensure that all documentation including membership in the Ontario College of Teachers, and pastoral reference for all teachers, is collected before any interviews are scheduled.

5) Written applications will be reviewed and screened by the Director or designate and/or Principal.

6) Interview teams will have gender representation, usually consisting of a Principal or other management staff. Ordinarily, an interview team will consist of three (3) people. Where a conflict of interest exists, that person will remove himself/herself from the interview team.

7) The chairperson or management representative of the interview team shall inform the Director of the person recommended for hiring, as well as provide a written synopsis of comments by references.

8) The Director makes the recommendation to the Board who hires.

9) The Director or designate informs the successful candidate that she/he will be offered a position. The Executive Secretary will send a follow-up letter and hiring package to the successful candidate. The chairperson of the interview team shall inform the unsuccessful candidates, by telephone, as soon as possible.

10) All teachers shall endorse the Expectation Statement.

11) The candidate must produce a Criminal Background Check (CBC) prior to commencing work.

12) For Senior Management positions (Director, Manager of Business or Finance) the principles outlined above will apply. A Search Committee may be appointed by the Trustees to conduct the process.