

DIVISION: HUMAN RESOURCES

HR-RS901

POLICY NAME

RECRUITMENT, SELECTION, ASSIGNMENT, REASSIGNMENT AND RETENTION OF
TEACHING STAFF

POLICY STATEMENT

The Director of Education shall apply currently modern standards in the recruitment, selection, assignment and reassignment of teaching staff for positions within the Newfoundland and Labrador English School District.

District professional staff, under the direction of the Assistant Director of Education (Human Resources) shall develop and implement Administrative Procedures/Regulations to guide practice.

BACKGROUND

The District recognizes the importance of ensuring that all processes used to recruit, select, assign and reassign teaching staff are consistently applied and transparent.

SCOPE

This policy applies to all teaching staff including teachers, program specialists and school administrators.

DEFINITIONS

Currently Modern Standards

Currently Modern Standards are defined by the Director of Education as reasonable criteria by which the capabilities of a teacher are judged to determine his/her compatibility with the current requirements of the position.

Redundant Position

Redundant Position is a position that is no longer required for programming at a given school/work site.

REGULATIONS

1. The Newfoundland and Labrador English School district will establish Administrative Procedures/Regulations to govern the application of this policy.

APPROVED: _____

AMENDED: _____

2. Administrative Regulations will be reviewed by the Director of Education in collaboration with the appropriate district personnel.
3. The Director of Education shall ensure that there is an annual review and audit of the District's recruitment procedures.
4. When it becomes necessary to reassign teachers as a result of redundancies in the system, the Newfoundland and Labrador English School District will determine teachers' capabilities based on seniority and in accordance with the currently modern standards and other provisions of the Collective Agreement.
5. All new teachers shall serve a probationary period in accordance with the NLTA Collective Agreement.
6. In the hiring of a teacher, the District will consider the candidate's level of training to determine whether or not s/he is best suited to teach at the primary, elementary, intermediate or senior high levels.
7. All new teachers hired in the District shall provide a Police Records Check, including a Vulnerable Sector Check, prior to being considered for employment.
8. All teachers who have employment history with the District shall supply a Criminal Offense Declaration prior to being considered for employment.
9. Individuals involved in the recruitment, selection and screening of employees shall represent the Newfoundland and Labrador English School District in a professional and unbiased manner and ensure a consistent approach to dealing with all candidates.
10. All information acquired during the recruitment process shall be maintained in strict confidence and shared only with district personnel as required.
11. Any candidate unsuccessful in a competition may schedule an appointment with the Assistant Director (Human Resources), or designate, to discuss their interview.
12. A teacher may wish to request a transfer from one school to another as a result of extenuating circumstances. Such request must be made in writing to the Assistant Director (Human Resources) and must be accompanied by appropriate documentation.
13. Individuals involved in recruitment shall remove themselves from any competition in which a member of their immediate or extended family is a candidate.
14. Assessment of teacher applications will include a review of the teachers' professional background, an interview, and reference checks.

APPROVED: _____

AMENDED: _____