

# *Huron-Superior Catholic District School Board*

## **Human Resources Department**

### **Hiring Guidelines and Procedures (Academic)**

The Huron-Superior Catholic District School Board is committed to ensure the selection of the best-qualified applicant for each position within the Board. In keeping with our Catholic social teaching and our Mission Statement, a fair, equitable and consistent selection process and guidelines for the Board and its employees in this process will be established and monitored to ensure equal opportunity in recruitment, hiring and promotion procedures. Religious Education in Catholic Schools, Part 1 will be a requirement for all academic positions.

In order to provide consistency in the Board's hiring practices the Human Resources Department (HR) is responsible for the hiring of all employees.

### **Occasional Teaching Positions**

The Board does not generally advertise for occasional teaching positions as there are a number of unsolicited applications received each year. Applications are retained on file for a period of one year from date of receipt. In those instances where a specific teachable is being sought (i.e. FSL, NSL) the Board may advertise in the local media or on other websites.

- ❖ All applications will be summarized by HR to include the following information:
  - Name
  - Qualifications (i.e. P, J, I) and all AQ courses
  - Catholic/Faith Reference Form
  - A column to indicate whether or not the applicant has the basic qualifications in accordance with the posting
  
- ❖ Applicants will be short-listed by Administrative Council based on areas of need (i.e. FSL, Art, Math) with consideration given to available space on the occasional teacher list
  
- ❖ Applicants will be contacted for an interview
  
- ❖ Interview teams will consist of three principal/vice-principal representatives
  
- ❖ Interview team members will be required to declare a conflict of interest where applicable and an alternate representative will be substituted where required
  
- ❖ Interviews will be conducted and will include the following:
  - A five minute presentation by the applicant
  - Standard interview questions
  - Request for contact information for three references (references will be contacted)

- ❖ The interview team will provide a ranking for each applicant
- ❖ Administrative Council will review the information provided by the interview team and make all hiring decisions
- ❖ Debriefings will be offered by the interview team to unsuccessful applicants and all related interview notes will be retained in HR for three (3) years for further reference

### **Continuing Education Positions**

When hiring for continuing education positions, every consideration will be given to current Occasional Teachers and the following guidelines/procedures have been established in order to provide for consistency when hiring.

- ❖ All positions will be advertised on the Board website
  - Postings are based on all subject areas being offered
- ❖ All applications will be summarized by HR to include the following information:
  - Name
  - Qualifications (i.e. P, J, I) and all AQ courses
  - Catholic/Faith Reference Form
  - Results of any Teacher Performance Appraisals on file
  - A column to indicate whether or not the applicant has the basic qualifications in accordance with the posting
- ❖ Applicants will be selected by Administrative Council based on areas of need (i.e. English, Math) with consideration given to previous successful experience as a continuing education teacher. Interviews may be held.

### **Permanent Teaching Positions**

The following guidelines/procedures have been established in order to provide for consistency when hiring permanent teachers:

- ❖ All positions will be advertised on the Board website as well as shared with the President of the Ontario English Catholic Teachers' Association for posting on their website
  - Postings will clearly identify qualifications (both required and preferred)
  - Postings will require all applicants to submit the following updated documentation:
    - Cover letter
    - Updated resume
    - Current OCT
    - 3 references (with letters if applicable)

▪ Updated Faith Reference Form

- ❖ All applications will be summarized by HR to include the following information:
  - Name
  - Length of service/seniority date with Board (as Occasional Teacher)
  - Qualifications (ie P, J, I) and all AQ courses
  - Updated Faith Reference Form
  - Confirmation of placement on Long Term Roster
  - Long-term assignments
  - Results of any performance appraisals on file re LTO assignments
  - A column to indicate whether or not the applicant has the basic qualifications in accordance with the posting

- ❖ Applicants will be short-listed by Administrative Council

- ❖ Interview teams will consist of three representatives:
  - School principal
  - School superintendent
  - One other principal (will rotate among a number of principals)

*Note: In special cases the Superintendent responsible for the program area may be assigned.*

- ❖ Interview team members will be required to declare a conflict of interest where applicable and an alternate representative will be substituted where required

- ❖ Interviews will be conducted and will include the following:
  - A five minute presentation by the applicant
  - Standard interview questions (various sets of questions will be rotated), which cover such areas as:
    - Faith / Character / Attitudes / Philosophy
    - Teaching / Methods / Planning / Assessment
    - Classroom Management / Rapport / Discipline
    - Administrative Duties / Extra-Curricular / Professional Growth / Relationships
  - A written component
  - Request for contact information for three references (references will be contacted)

- ❖ The interview team will provide a ranking for each applicant

- ❖ Administrative Council will review the information provided by the interview team and make all hiring decisions

- **NOTE:** If no suitable applicants are identified by Administrative Council, a further number of applicants will be selected from the short-list for interviews based on length of service/date of hire

- ❖ Debriefings will be offered by the interview team to unsuccessful applicants and all related interview notes will be retained in HR for three (3) years for further reference

### **Positions of Responsibility**

When hiring for positions of responsibility (i.e. Consultant, Co-ordinator), the following process will be followed:

- ❖ All positions will be advertised on the Board website
  - Postings will clearly identify qualifications (both required and preferred)
  - Postings will require all applicants to submit the following updated documentation:
    - Cover letter
    - Updated resume
    - Current OCT
    - 3 references (including reference letter from current administrator/supervisor)
    - Current Faith Reference Portfolio including current letter from Parish Priest
- ❖ All applications will be summarized by HR to include the following information:
  - Name
  - Length of service/date of hire with Board
  - Qualifications (i.e. P, J, I) and all AQ courses
  - Faith Reference Portfolio
  - Results of any teacher performance appraisals on file
  - A column to indicate whether or not the applicant has the basic qualifications in accordance with the posting
- ❖ Applicants will be short-listed by Administrative Council based on required and preferred qualifications listed in posting
- ❖ From the short-list, a manageable number of applicants will be selected for an interview based on length of service/date of hire and all other applicants will be notified accordingly
- ❖ Interview teams will consist of the academic representatives from Administrative Council
- ❖ Interview team members will be required to declare a conflict of interest where applicable and an alternate representative will be substituted where required

- ❖ Interviews will be conducted and will include the following:
  - A five minute presentation by the applicant
  - Standard interview questions (various sets of questions will be rotated), which cover such areas as:
    - Faith / Character / Attitudes / Philosophy
    - Teaching / Methods / Planning / Assessment
    - Classroom Management / Rapport / Discipline
    - Administrative Duties / Extra-Curricular / Professional Growth / Relationships
    - Catholic Leadership Framework
  - Request for contact information for three references (references will be contacted)
    - *NOTE: If there is no performance appraisal on file, the principal of the school will be contacted for a reference*
  
- ❖ The interview team will provide a ranking for each applicant
  
- ❖ Administrative Council will make all hiring decisions
  - **NOTE:** If no suitable applicants are identified by Administrative Council, a further number of applicants will be selected from the short-list for interviews
  
- ❖ Debriefings will be offered by the interview team to unsuccessful applicants and all related interview notes will be retained in HR for three (3) years for further reference.