

Huron-Superior Catholic District School Board

Human Resources Department

Hiring Guidelines and Procedures **Long Term Occasional (LTO) Teaching Positions**

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 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.

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

The following procedures have been established when hiring for Long Term Occasional (LTO) teaching positions:

- The HR Dept. will be notified of the absence of a teacher which requires a LTO.
- The school superintendent (SO) will dialogue with the school principal to determine requirements for posting.
- A draft posting will be prepared and emailed to Admin Council.
 - Each SO will respond with his/her approval or recommend changes. If questions are raised, HR Assistant will check with school SO for clarification.
 - Responses within 48 hours are required. HR Assistant will proceed if majority of responses have been received. If no majority, only response from school SO will be sufficient.
 - Approved posting will be posted on Board website.
- Manager of HR/SO will review posting to determine eligibility of any qualified redundant teachers and an offer(s) will be made.
- If there are no eligible redundant teachers, a summary of applicants will be emailed to Admin Council for information purposes.
 - The school SO will short-list applicants.
 - If questions are raised, HR Assistant will check with school SO for clarification.
- The short-listed applicants will be contacted by HR and interviews scheduled on the date/time established.
- An interview panel of three (3) will be determined consisting of school SO, school principal, and school VP or alternates.
 - school SO will contact panel members to determine available date/time for interviews and forward information to HR Assistant.
 - every effort will be made to schedule interviews before or after the school day.

- The school principal will review interview questions and revise as required.
(If an applicant has been interviewed previously, HR Assistant will advise the school SO)
- The school SO will establish a debriefing date with interview panel at the time of the interviews.
- The school SO will make recommendation for hire.
 - HR Assistant will contact successful applicant as well as unsuccessful applicants and provide the debriefing date.
- Admin Council and school principal will receive an email of the confirmed acceptance of the LTO.