



Section: **School Personnel**  
Policy #: **2100**  
Policy: **Hiring of School Employees**

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## **Hiring of School Employees**

### Philosophy

Every effort will be made to hire the best qualified, competent, practical Catholic employees for schools in the Nelson Diocese.

### Policy

Positions will be posted within our own school system. The Education Canada Website will also be used.

Selection procedures will be as follows:

1. All applications are to be submitted on the Catholic Independent Schools of Nelson Diocese Application Forms to the Superintendent of Schools.
2. The Superintendent checks applications for completeness and does both professional and pastoral reference checks.
3. The Principal reviews the applications and finalizes the candidates for the short list.

When hiring for a vice principal, the principal and superintendent will finalize the candidates for the short list.

4. The interview team is comprised of a Pastor, Council designate and the Principal. The role of the Pastor is to ensure the Catholicity of the candidate. The School Council designate is to assist the Principal in making the best choice. The Principal will ensure that the most suitable candidate for the position is chosen.

One additional person may be appointed to the interview team (staff or Council member) at the discretion of the Council chairperson.

The Superintendent will be a part of the interview team when hiring for a vice principal.

5. No member of the interview team shall have a close relationship with any of the interviewed candidates; i.e. either related by blood or marriage or a close friendship.
6. Candidates are made aware that, all newly hired employees who are in contact with students are required to enrol/complete in consecutive

years of the Catholic Independent School of British Columbia Basics of the Faith program. Request for exemption must be made by the Principal to the Superintendent's Office. (All other teachers are also encouraged to enrol in this programme.)

7. All interviewed applicants are notified of their status by the Principal.
8. The selections are made and the School Council is notified.
9. The name(s) of the successful candidate(s) are sent to the Superintendent who will make the written notification.
10. No person will begin work or be given a contract until a successful Criminal Record Check has been processed.
11. The first two (2) years of employment shall be deemed probationary. Once suitability for contract extension has been established, employment will be deemed ongoing subject to the provisions contained in the Diocesan Policy Manual for the Catholic Independent Schools of Nelson Diocese.
12. All teachers will be subject to a code of professional conduct as articulated by the British Columbia Teacher Regulation Branch in its document - *Standards for the Education, Competence and Professional Conduct of Educators*. (applies to teachers only)

Note: In the event that a duly qualified Catholic **teacher** is not available for a particular position and it is necessary to hire a non-Catholic, a temporary contract will be made available to the candidate and the position will be re-advertised at the end of the term/semester/year. Failure to hire a duly qualified Catholic teacher from the re-advertising programme will result in the incumbent being eligible for a permanent position.