

Administrative Procedure 410

410 – RECRUITMENT, APPOINTMENT AND CONTRACT STATUS OF CERTIFICATED STAFF

Background

The Division believes that staff selection is one of the most important administrative tasks undertaken in the jurisdiction. It recognizes that well qualified personnel are essential for the efficient organization and operation of all aspects of a school system. It is, therefore, the general practice of Wild Rose Public Schools to choose the best qualified personnel available for vacancies in its system.

Fair and objective procedures shall be used for the selection of all staff. It is an underlying principle of this procedure that all staff are employees of the Division, and are so hired.

The significant criterion for all certificated staff selection shall be according to the "best applicant for the position".

Philosophy of Stakeholder Input

The division values the multiple perspectives offered by our partners in education. Interview panels should (whenever possible) have representation of each of our educational partners pursuant to the following:

Teacher Interviews - Administration, Teacher Representative and School Council Representative (optional)

Vice-Principal Interviews - Local Trustee(s), Superintendent and/or Deputy Superintendent, Education Team (E-Team) Member, Administration Representative, and School Council Representatives

Principal Interviews – Chair and local Trustee, Superintendent and/or Deputy Superintendent, Assistant Superintendent, Staff Representatives, and School Council Representatives

Education Centre Interviews: All Trustees, Superintendent, Deputy Superintendent, Assistant Superintendents, Administrator Representatives,

Interview panels for Student Services positions should also include the Director of Student Services.

Staff Representative may include certificated and non-certificated staff.

Procedures

1. All teachers hired by Wild Rose School Division shall be hired as employees of the Division, assigned initially to a specific position/school.

2. A need to hire certificated staff (due to medical absence, leave of absence, retirement, increased enrolment, etc) is determined at the school level. The Principal discusses his/her staffing needs with the Deputy Superintendent to determine the following details:
 - the type and length of the contract, as well as the FTE required
 - if the hiring is required because of a medical absence, original documentation from a doctor is necessary before advertising can commence. Medical documentation is required indicating an absence of 20 teaching days or more.
3. The Principal (or designate) completes the Teacher Advertising Request Form and forwards to the Deputy Superintendent for approval.
4. The Human Resources Department prepares and distributes the posting.
 - a. Postings are faxed to all schools and posted on the Wild Rose website for a minimum of three teaching days, unless it falls during a vacation period in which case it will be posted on the website for the three day minimum period.
 - b. If "Internal" is indicated on the form, the posting will state: "Open to current employees only, including Substitute Teachers"
 - c. Employment Opportunities are listed in the two local weekly newspapers directing applicants to go to the Wild Rose website for details.
 - d. Requests to advertise in any other locations or media require the pre-approval of the Deputy Superintendent. All costs are paid by the Education Centre.
 - e. In the posting, applicants will be advised to apply through the Wild Rose website or send application directly to the Deputy Superintendent.
5. The Deputy Superintendent receives all applications and determines a shortlist of qualified applicants.
6. The shortlist is forwarded to the Principal. The Principal reviews the shortlist and selects candidates for interviews.
7. All other things being equal in the selection process, consideration should be given to:
 - current teachers requesting a transfer to the available position from other schools within the system; and
 - current teachers (not on a full-time continuing contract) seeking full-time employment.
8. After interviews, the Principal and hiring committee select the successful candidate and offer position. Unsuccessful candidates are notified by the Principal.
9. The Principal submits the resume of the successful candidate, a Summary of Hiring form, and the Contract Status Recommendation form to the Human Resources Department.
 - a. Appendix A and B provide guidelines and definitions for determining Contract Status

A TEACHER MAY NOT COMMENCE DUTIES UNTIL STEPS 1 to 9 HAVE BEEN COMPLETED

10. The Human Resources Department prepares a letter of offer and two copies of the appropriate contract to be sent to the successful teacher. The teacher is required to return one signed contract to the Human Resources Department within fourteen days. The letter of offer will include a list of information and documentation required and deadlines for submission.

11. All forms associated with this Administrative Procedure are in the Forms Manual.

Appendix A

Guidelines for Determining Contract Status

1. For the following types of contracts it is *not necessary* to go through the hiring process or complete the hiring summary form, however, it is necessary to complete the Contract Status Recommendation Form:
 - a. an extension to an Interim contract
 - b. an extension to a Probationary contract
 - c. the issuance of a new Temporary contract allowing the replacement teacher to continue the same assignment in a subsequent school year.
2. If the position being filled by a teacher on a Temporary contract becomes permanently available, that position must be re-advertised and the hiring process completed. If the teacher holding the Temporary contract is re-hired, a Probationary or Continuing contract may be offered.
3. An Interim contract cannot be followed in a subsequent school year by a Probationary contract. A Continuing contract may be offered provided that the teacher has been on an Interim contract for a minimum of one (1) full semester and an evaluation of the teacher has been completed. The teacher evaluation must accompany the Contract Status recommendation Form.

If the teacher has been on an Interim contract for less than one full semester, the interim contract may be extended for a maximum of one full school year provided that the 360 teaching day maximum is not exceeded.

During the year of extension of the interim contract a teacher evaluation shall be conducted if a recommendation for a Continuing contract is submitted to the Deputy Superintendent (using the Contract Status Recommendation Form). Otherwise the contract expires.

4. Upon written request to the Deputy Superintendent, and with the agreement of the Principal, a Teacher with a Continuing Full-time contract can be assigned part-time duties for a maximum of two school years. By the end of this period the teacher must either return to full-time duties or resign the Full-Time teaching contract and accept a Continuing Part-time contract.
5. All teachers on a Part-time contract will have their FTE (Full Time Equivalent) assigned annually by the Principal using the *FTE Calculation for Part-Time Teachers* Form. This assignment can vary from 0.10 FTE to 1.00 FTE at the discretion of the Principal. An assignment of 1.00 FTE for a teacher who holds a Part-Time contract does not require the form but shall require a memo from the Principal to the Deputy Superintendent. The *FTE Calculation for Part-Time Teachers* form is issued by the Human Resources Department and modified each year to reflect the school calendar.
6. A change of status from Continuing Part-Time to Continuing Full-Time **or** Continuing Full-Time to Continuing Part-Time will occur on the recommendation of the Principal and the approval of the Deputy Superintendent. One contract must be resigned in order to accept a new one.

7. All requests for changes in employment status (increases or reductions of FTE, etc.) must be in consultation with the Deputy Superintendent and submitted in writing by the Principal using the Contract Status Recommendation Form. Following approval by the Deputy Superintendent, changes to the FTE are only implemented at the beginning of the next month.
8. Teacher Evaluations shall be required for the conversion of contracts from:
 - a. Probationary to Continuing
 - b. Interim to Continuing
 - c. First Year Probationary to Second Year Probationary
 - d. Temporary to Continuing

Appendix B Definitions of Teaching Contracts

1. Interim Contract

- issued for major program changes/additions or a significant change in student numbers occurring after the commencement of the school year.
- may be extended over a number of school years to a maximum of 360 teaching days.

2. Temporary Contract

- issued when a replacement is required for a teacher who will be away for an extended period of time (minimum of 20 teaching days)
- ends June 30th of the current school year or upon return of the teacher on leave, whichever occurs first.

3. Probationary Contract

- Must be for a full school year and shall terminate on June 30th.
- An evaluation of the teacher **must be completed**
- May be extended for a second school year by mutual agreement of the teacher and principal. An extension request must be accompanied by an evaluation of the teacher indicating that a further probationary period is required. It is not necessary to go through a hiring process to extend a Probationary contract. (Contract Status Recommendation form is used.)

4. Continuing Contract

- A contract of employment between a Board and a teacher that continues in force from year to year

Note: All contracts may be Full-Time or Part-Time.

Reference: Section 61, 97 – 103, School Act
Cross Reference: Administrative Procedure 400
Administrative Procedure 419
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