



Teacher Hiring Practices

Date: 2021 03 30 / 2023 06 20

Administrative Procedures

1. Responsibilities

- 1.1 The senior administrator responsible for Human Resource Services will be responsible for the implementation of this policy and procedure.

2. Expectations

- 2.1 All teacher hiring decisions shall be made in accordance: the *Ontario Human Rights Code*; school board collective agreements, both central and local; the *Education Act* and all applicable regulations thereunder, including, but not limited to, Ontario Regulation 298: Operation of Schools.
- 2.2 Preferential consideration will be given to qualified Roman Catholic applicants in accordance with the denominational rights conferred upon it under Section 93 of the British North America Act and guaranteed under Section 29 of the Canadian Constitution.
- 2.3 Criteria and qualifications for positions will be established in a fair and objective manner and be designed to provide the best possible program. The Board shall ensure the job posting contains requirements or duties for employment that are reasonable, genuine and directly related to the performance of the job.
- 2.4 Recruitment for teaching positions will be completed as widely as is appropriate to ensure that qualified applicants have the opportunity to apply. This statement however in no way mitigates the right of the Board to exercise its denominational rights in the hiring process.
- 2.5 All Ontario College of Teachers certified teachers are encouraged to apply and shall be provided equal opportunity for any position (occasional, long-term occasional, or permanent) for which they are qualified irrespective of where they are currently employed.
- 2.6 Applicants shall be required to fill out an on-line application (Apply to Education) which shall be accessible from the Board's web site.



- 2.7 The qualifications for all positions shall be published electronically and will notify internal and external candidates about the availability of accommodation in the recruitment and assessment process. Candidates may access reasonable accommodation at any stage of the recruitment by contacting Human Resource Services.
- 2.8 The Board shall take into account the accessibility needs of its employees with disabilities as well as an individual accommodation plans, when providing career development, advancement and redeployment.
- 2.9 Applicants will be evaluated based on more than one source. These sources may be different between postings.
- 2.10 Where interviews occur, they will take place before a panel of at least two (2) interviewers. Where possible, the Board will make efforts to establish panels which draw on different experiences, skills sets, and educational and professional backgrounds.
- 2.11 All applicants will be assessed against the same criteria for pre-screening to determine who will be invited to an interview. Where interviews are conducted, candidates shall be asked the same questions. A structured evaluation and selection tool shall be used for each applicant. Panel members will assess each candidate independently.
- 2.12 Documents related to the recruitment and selection, including structured evaluation tools, shall be retained by the Board for a period of one year.
- 2.13 The Board is committed to a fair hiring process, which is free from any bias, nepotism, and/or conflict of interest. Conflicts of interest shall be avoided or resolved in accordance with the Board's Teacher Hiring Conflict of Interest Policy.
- 2.14 After the panel has gained consensus on the preferred candidate(s) and prior to the offer of employment, the chairperson shall ensure that the references provided by the candidate(s) are contacted.
- 2.15 All applicants who have been interviewed shall be informed by the Human Resource Services Department of the status of their application within a reasonable time following the interview.
- 2.16 Where requested by the applicant, the Board will make best efforts to provide interview feedback in a timely manner. To request such feedback the applicant must contact the Human Resource Services Department.
- 2.17 The Board is committed to continually monitoring and evaluating the effectiveness of this Policy and Procedure and to make adjustments as necessary. In particular, the Board will monitor and evaluate this Policy and Procedure to ensure they promote anti-discriminatory practices.



3. Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.
- 3.2 Ontario Human Rights Code can be viewed at the following link:
<http://www.ohrc.on.ca/en/ontario-human-rights-code>.