



## THE YORK CATHOLIC DISTRICT SCHOOL BOARD

<b>Policy No. 418</b>	<b>Section: Staff</b>
<b>Approved: October 26, 1993</b>	
<b>Revised: February 21, 2001, November 2005</b>	
<b>Implementation: Director of Education</b>	

### **POLICY:**

#### **APPOINTMENTS TO ACADEMIC POSITIONS OF RESPONSIBILITY**

For appointments to all positions of responsibility with the York Catholic District School Board a candidate shall have a demonstrated record of promoting Catholic education as well as an understanding of and a genuine commitment to the Board's philosophy and shared vision.

All persons aspiring to a position of responsibility must hold qualifications as set out in the Criteria for Appointments to Positions of Responsibility.

#### **Cross Reference**

- Procedures - Promotion of Academic Staff
- Practices - Promotion of Academic Staff
- Criteria for Appointments to Positions of Responsibility (2001)

## PROCEDURES: PROMOTION OF ACADEMIC STAFF

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### A. General Procedures

1. Teaching personnel who seek promotions within the Board must obtain the necessary qualifications, including the successful completion of the required parts of the OECTA/OCSTA Religion Course or equivalent university courses in religious studies.
2. It is understood by all school level teaching personnel that positions within the York Catholic District School Board require a significant degree of participation in the religious life of the school community. Liturgical celebrations for students and staff; liaison with pastors and families for sacramental preparation programs; and all guidance and counselling services, require incumbents whose lives exemplify the philosophy of Catholic education.
3. Promotion will be based on demonstrated ability, skill, attitude, as well as willingness to promote the Catholic education system.
4. Preference for appointments to positions of responsibility within the O.E.C.T.A. York Unit bargaining unit may be given to practicing Catholics.
5. All persons, promoted to positions of responsibility, must demonstrate commitment to Catholic education and to the Catholic faith and be baptized Catholic for the position of principal, vice principal, superintendent and director.
6. When academic positions of responsibility within our system become available, specifically senior positions such as for supervisory officers, principals, vice principals, coordinators, and consultants, a notice will be circulated and posted among our staff, and advertisements may be placed in a newspaper with provincial circulation or circulated among neighbouring boards.
  - (i) The Board will interview and consider for positions of responsibility, aspiring teachers from within our system who meet the criteria for these positions.
  - (ii) The Board will interview and consider for positions of responsibility, exceptional applicants from outside this system.
7. The practice of granting interviews to internal candidates, other than individuals on probation, who are qualified and receive positive recommendations from their principal, the appropriate superintendent and pastor shall continue.

8. A process for debriefing internal unsuccessful candidates upon request shall be established. External candidates for positions of added responsibility may be given the courtesy of feedback upon request.

B. Equity Related Procedures

1. To ensure a gender-balanced perspective of potential candidates, the interview teams for hiring and promotions for all positions of responsibility shall include a person of each gender.
2. Ongoing training of interviewers shall be provided in the following areas:
  - (a) Bias-free interviewing practices;
  - (b) Systemic barriers in employment;
  - (c) Debriefing techniques for unsuccessful candidates.

## **PRACTICES - PROMOTION OF ACADEMIC STAFF**

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### **(1) POSITIONS OF RESPONSIBILITY:**

The York Catholic District School Board appoints persons to defined positions of responsibility. These positions of responsibility include high school deans (major department heads), assistant deans (assistant department heads), minor deans (minor department heads), consultants, program resource teachers, special programs teachers, coordinators and supervisors, teachers in charge, divisional chairs, principals and vice-principals.

Salaries for these appointments are commensurate with the position to which the individual is appointed and are in accordance with the Collective Agreement between the York Catholic District School Board and O.E.C.T.A., York Unit or the relevant Personal Services Contracts.

For the purpose of this policy the position of responsibility in the academic sector applies to the level of department head and above.

### **SELECTION AND APPOINTMENT PROCESS:**

- Board approves the position.
- Position is advertised both within and outside the system.
- Candidates(s) are interviewed and chosen as per Board guidelines for appointments to positions of responsibility.
- Senior Administration brings the names of the successful candidates for department heads, co-ordinators, supervisors, consultants, special programs teachers, program resource teachers, divisional programs teachers, teachers in charge and divisional chairs to the Board for information.
- Board approves the appointments of principals and vice-principals.

### **IMPLEMENTATION & PROCEDURES FOR REVIEWING INITIAL TWO YEAR APPOINTMENT**

- For the first term of office, an individual is appointed on a two year basis. A performance review must be conducted by the principal, for school-based staff, and an appropriate supervisory officer for support/resource staff at the end of the first year. An evaluation is also conducted by the principal, where applicable, and an

appropriate supervisory officer, where applicable, during the second year and an evaluation report complete with recommendations filed at the end of the second year.

- If the recommendations are positive, the individual is then placed on the three year performance appraisal cycle, with a formal performance review and recommendations filed by the principal, where applicable, and an appropriate supervisory officer.
- Administration reserves the right and assumes the responsibility to recommend renewal of appointment or non-renewal of appointment to the position, depending on the individual's performance during the defined cycle, as supported by the performance review process and report.
- If evaluation/performance review is positive, the teacher does not have to be re-interviewed in order to maintain the position. However, an interview would be held as per Board guidelines if the individual is seeking further promotion, e.g. resource teacher ->consultant->coordinator.
- The Board retains the right to terminate any position of responsibility defined in this section due to changes in population, Board needs/priorities, and organizational restructuring.
- Teachers not recommended for renewal to positions of responsibility as identified in this section will be given a position comparable to the position they held at the time of the appointment to the position of responsibility.

## **(2) SECONDMENTS**

- Secondments are used by school boards and the Ministry of Education to gain (additional) assistance and/or expertise in a specific area for a defined period of time - usually not exceeding 3 years duration. Secondments are perceived to be of mutual benefit, both to the organization and the individual, in that the individual has an opportunity for change and professional growth; and the organization can more realistically respond to identified needs and take advantage of both the skills that the secondee brings to the position and the professional expertise that is developed therein. Secondments also provide opportunities for more persons to experience various positions/responsibilities within the system. Within the broad context of Ontario educational institutions, (universities, school boards, Ministry of Education) a fundamental principle of the concept of secondments is that the responsibility for identifying and substantiating the need for secondment rests with Senior Administration, as does the right to select the secondee(s).
- The decision to respond to a system need or to fill a position by secondment will be made by the Director of Education in concert with Senior Administration and approved by Board resolution.

- Whether or not secondments are employed every year would be determined by the Director of Education and Senior Administration in response to identified and substantiated system needs.
- In keeping with the spirit of policies and programs regarding race, ethnocultural and gender equity, consideration will be given to selecting persons for secondments who represent diverse ethnocultural and racial backgrounds, of both genders.

#### SALARY:

- Salary for secondments would be commensurate with the position to which the individual is seconded with an understanding that no individual would suffer a loss in salary due to the secondment.

#### SELECTION AND APPOINTMENT PROCESS:

- Administration determines the need for the secondment and appries the Board.
- Board approves the position.
- The availability of the position is made known or announced to designated groups within the system (e.g. elementary school principals, secondary school principals, secondary school business education teachers, consultants), depending on the function to be performed and the qualifications and experience required of a specific position. (Administration would determine the qualifications, expertise and experience required and desired for the particular position.)
- The position may be advertised outside the system (other school boards, Ministry of Education) if a particular expertise required for the position is not readily available within the system or if it were deemed desirable to recruit an outside perspective or if an exchange program were introduced/effectd.
- Administration receives letters of application/interest from interested and qualified candidates and/or Administration contacts possible secondee(s).
- Administration meets with and interviews qualified candidate(s) and makes selection/decision.
- Administration recommends secondee(s) to the Board.
- Board approves the appointment.

#### LENGTH AND TERM OF APPOINTMENT:

- Individual is seconded to fill a particular position or to undertake a specific assignment/task for a defined period of time (e.g. 3 months to 3 years).
- The advantage to the individual who secures a secondment is that the person is guaranteed a return to a similar level position in the system held at the time of secondment.

Some examples of secondment positions:

- Executive Assistant to the Director of Education.
- Executive Assistants to the Associate Directors.
- Executive Assistants to the Superintendents of Schools.
- Principal on Special Assignment.
- Project Coordinator (Special Projects) e.g. Performance Appraisal Project; Computerization/Information Systems Project; Guidance and Counselling Service.
- Coordinator/Consultant/Resource Teacher assigned to Curriculum Department, Staff Development unit.

### **(3) ACTING POSITIONS**

- (a) Acting positions are used on an interim basis to replace an incumbent who temporarily vacates a position of responsibility.

#### **SELECTION AND APPOINTMENT PROCESS:**

- If the acting position is to be effective for less than a school year, the Director, in concert with Senior Administration, will have the authority to recommend appointment of an individual to the position on an acting basis.
- The Board will approve the recommendation.
- If the acting designation is to be for a full school year or longer, (and there is no reserve or short list of candidates to draw from), then the position will be advertised internally and the regular interview, selection, and recommendation process used.
- Upon return of the incumbent, the person appointed to the "acting position" would be guaranteed return to a position similar to the one held before the "acting position".
- In the event that the incumbent does not return to the position, the position would be declared vacant at the end of the designated term and would be advertised both within and outside the system - with the regular interview and selection process coming into effect.
- In the event of an emergency situation, causing an incumbent to vacate unexpectedly a position of responsibility (e.g. illness, death, family situation), the Director of

Education shall have the authority to appoint a replacement to the position on an acting basis. Such appointment is to be ratified by the Board for a defined period of time at the earliest Board meeting following the appointment.

- (b) Acting positions are also used in the event that the successful candidate for a position of responsibility does not hold all of the (paper) qualifications required for a specific position. The appointment is contingent upon agreement by the individual to obtain the required qualifications within an agreed upon time frame. Upon acquisition of the required qualifications, the individual is presented for appointment without the "acting" designation.
- The criteria for appointment to an acting position will be in accordance with Board guidelines for that position. The criteria will not be altered. Such appointments will be made only when a candidate does not have all of the required qualifications.
- SALARY - In both (a) and (b) above would be commensurate with the position.

**(4) ALTERNATIVE ASSIGNMENT:** (For people holding positions of responsibility)

e.g. Assignment to Catholic Education Centre  
Assignment to a School

- This type of assignment should be considered for employees, e.g. resource teachers, principals, department heads, who need a change in order to "rejuvenate" and would benefit from a change of environment and a change in responsibility. Given the growth of our Board, it would be quite realistic to identify several projects/areas that could be undertaken by an individual brought into the Catholic Education Centre or assignment to a school.
- What distinguishes this kind of position from a secondment is that tasks would be identified and/or tailored for the individual on alternative assignment, whereas secondees would be picked in response to specific system needs and specific project/assignments.

**LENGTH OF TIME AND SALARY:**

- Salary would be the same as for the position held at the time of the alternative assignment.
- Assignment would be temporary, length of time could vary from one term/semester to one year.

## **CRITERIA FOR APPOINTMENTS TO POSITIONS OF RESPONSIBILITY**

### GENERAL CRITERIA

The following general criteria are applicable and shall be considered when making appointments to all positions of responsibility:

- (1) Dedication to Catholic education - a continuing desire and effort to develop and foster in staff and students a Christian community based on the Catholic Faith.
- (2) Demonstrated classroom excellence as indicated through performance appraisals.
- (3) Knowledge of child/adolescent development and learning psychology, as well as a general concern for children and youth.
- (4) Knowledge of required outcomes (i.e. quality learning and enhanced faith)
- (5) Leadership qualities - Candidates must possess and have demonstrated leadership qualities/abilities which foster a Catholic Learning Community and effectively carry out the duties and responsibilities required of the position of responsibility. (i.e. courage, conviction, good judgement, strong planning and organizational skills, effective communication and collaboration skills, good human relations skills - the ability to empower and motivate people).
- (6) Flexibility coupled with strength of character.
- (7) Must be able to cope with the variety of demands and pressures.
- (8) Scholarship and positive attitude and commitment to continued professional and personal growth.

## **ADDITIONAL CRITERIA FOR THE SELECTION OF PRINCIPALS**

### REQUIRED QUALIFICATIONS

- (1) Part III of the Religious Education Course (equivalency or commitment to completion of same or another approved program (ex. The Catholic Leadership Program offered at St. Michael's University of Toronto
- (2) Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the *Ontario College of Teachers' Act*.

- (3) A Masters degree that is an acceptable university degree (M.Ed or M.A.)
- (4) A minimum of seven years of successful experience in education - five years as a teacher and two years in some position of responsibility in education.
- (5) A participating member of a Catholic worshipping community as attested by a parish priest.
- (6) Positive recommendation from principal and appropriate supervisory officer.
- (7) Fulfillment of requirements/attributes as outlined under General Criteria (see above)

### **ADDITIONAL CRITERIA FOR THE SELECTION OF VICE-PRINCIPALS**

#### REQUIRED QUALIFICATIONS

- (1) Part II of the Religious Education Course (equivalency)
- (2) Ontario School Principal's Qualifications Part I and Part II as per Ontario Regulation 184/97 under the *Ontario College of Teachers' Act*.
- (3) Part 1 of the Special Education Course as of September 2007 (experience in special education is desirable)
- (4) Registration in a Masters degree program (M.Ed/M.A.) and completion of fifty percent of the courses.
- (5) Minimum of five years successful teaching experience
  - For elementary panel: in two of the three divisions.
  - For secondary panel: in both divisions with 2 years experience in some position of responsibility in education.
- (6) Positive recommendation from principal and appropriate supervisory officer.
- (7) A participating member of a Catholic worshipping community as attested by a parish priest.
- (8) Fulfillment of requirements/attributes as outlined under General Criteria (see above)

**ADDITIONAL CRITERIA FOR THE SELECTION OF COORDINATORS AND SUPERVISORS**

REQUIRED QUALIFICATIONS

- (1) Part I of the Religious Education Course (or equivalent).
- (2) - A minimum of five years of successful teaching experience.
  - Elementary panel: in at least two of the three divisions
  - Secondary panel: in both divisions.
- (3) Expertise in the relevant curriculum area(s) and specialization/certification as required by Ontario Regulation 298/90 under the *Education Act*.
- (4) Positive recommendation from an appropriate Supervisory Officer and Principal(s).
- (5) Fulfillment of requirements/attributes as outlined under General Criteria (see above)
- (6) Recent Pastoral reference.

**ADDITIONAL CRITERIA FOR THE SELECTION OF CONSULTANTS, DEANS/HEADS, MINOR DEANS/MINOR HEADS, ASSISTANT DEANS/ASSISTANT HEADS, SPECIAL PROGRAMS TEACHERS AND PROGRAM RESOURCE TEACHERS**

REQUIRED QUALIFICATIONS

- (1) Part I of the Religious Education Course (or equivalent).
- (2) Minimum of five years successful teaching experience
  - For elementary panel: in two of the three divisions
  - For secondary panel: in both divisions.Assistant deans/assistant heads - minimum of three years successful teaching experience.
- (3) Expertise in the relevant curriculum area(s) and specialization/certification.
- (4) Positive recommendation from an appropriate supervisory officer and principal(s).
- (5) Fulfillment of requirements/attributes as outlined under General Criteria.

(6) Recent Pastoral reference.

#### DESIRED QUALIFICATIONS

(1) Desired qualifications may be added to a posting for any of the above noted positions of responsibility if considered necessary by the Superintendent of Human Resources.