

YORK CATHOLIC DISTRICT SCHOOL BOARD



BOARD POLICY	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 404
<i>Former Policy #</i> 417	<i>Page</i> 1 of 3
<i>Original Approved Date</i> October 26, 1993	<i>Subsequent Approval Dates</i> March 28, 2017

POLICY TITLE: TEACHER RECRUITMENT AND SELECTION

SECTION A

1. PURPOSE

The purpose of this policy is to ensure that the most qualified teachers, who are best suited to meeting the spiritual, physical, intellectual, social and emotional needs of students, are hired. Moreover, all aspects of the Board's recruitment and selection process of teachers will be conducted in a fair and transparent manner, free from any bias, discrimination, nepotism and cronyism.

2. POLICY STATEMENT

It is the policy of the YCDSB to give preferential consideration to qualified Roman Catholic applicants as indicated in the Academic Services recruitment and selection procedures and in accordance with the *Ontario Human Rights Code*, the Board's historical rights under the *Constitution Act, 1982* and the *Education Act*.

The YCDSB expects all of its teachers to be capable of initiating students into the fullness of Christian life in the Catholic tradition and of eliciting in response a personal commitment to that way of life. Specifically, all YCDSB teachers are expected to strive and abide by the teachings of the Roman Catholic Church and, by word and example, encourage students to do likewise.

3. PARAMETERS

The recruitment and selection procedures of the York Catholic District School Board shall:

- 3.1 Support the Board's Mission, Vision and Strategic Commitments.
- 3.2 Prefer Roman Catholic Teachers who are enrolled in or have completed the Religious Education Part 1 (Additional Qualification) course.
- 3.3 Offer teachers a permanent position within the Board only if they are enrolled in or have completed the Religious Education Part I additional qualification course.

- 3.4 Require a recent positive pastoral reference from all teacher applicants.
- 3.5 Be conducted in a manner that is transparent, consistent, timely, fair and equitable.
- 3.6 Require the Director of Education to obtain Board approval for the hiring of a non-Roman Catholic teacher when all efforts to recruit and select a qualified Roman Catholic teacher for a specialized position have been exhausted.
- 3.7 Provide accommodation requested by teacher applicants, based on any human rights protected ground, to support their ability to participate fully in the Board's recruitment and selection process.
- 3.8 Ensure that no applicants are advantaged or disadvantaged as a result of a relationship with a family member, close friend or colleague that is employed by the Board.
- 3.9 Require that any Board employees participating in the recruitment and selection process with a conflict of interest must declare the conflict and be excluded from the process.
- 3.10 Ensure that no Board employee in a position of responsibility will influence the recruitment and selection process by providing unsolicited recommendations of teacher applicants.
- 3.11 Recognize the value of maintaining a workforce that is inclusive and reflective of the communities served.
- 3.12 Incorporate legislative requirements and contractual requirements of applicable collective agreements.
- 3.13 Evolve based on industry best practices.

4. RESPONSIBILITIES

4.1 Director of Education

- 4.1.1 To oversee compliance with the Teacher Recruitment and Selection Policy.

4.2 Superintendent of Human Resources

- 4.2.1 To administer the Teacher Recruitment and Selection Policy in a fair and equitable manner;
- 4.2.2 To provide training related to anti-racism and bias-free interview practices, systemic barriers in employment and debriefing techniques to any new employee who is involved in the interview process at the Board and every two years for employees who continue to be involved in the interview process.

4.3 Human Resources Personnel

- 4.3.1 To work within the parameters of the policy.

5. DEFINITIONS

5.1 Academic Services

Pertains to those employee groups within the Board that are engaged in the occupation of teaching.

5.2 Conflict of Interest

Any situation in which the impartial and objective responsibility of an individual acting for an organization is compromised by that person's self-interest.

5.3 Cronyism

The act of showing partiality to close friends or colleagues during the process of recruitment and selection without regard to qualifications and/or ability.

5.4 Family Member

A person's spouse, child, parents, sibling, niece, nephew, grandparents, and cousins, including step relatives and in-laws.

5.5 Nepotism

The act of showing favouritism or providing preferential treatment to a family member during the recruitment and selection process.

5.8 Teacher

A member of the Ontario College of Teachers.

6. CROSS REFERENCES

YCDSB Policy 411 Workplace Accommodation Policy
YCDSB Policy 415 Accessibility Standards for Employment
YCDSB Policy 423 Conflict of Interest for Employees
Constitution Act, 1982
Education Act
Ontario Regulation 274/12: Hiring Practices
Ontario Human Rights Code
YCDSB Teacher Recruitment and Selection Procedures

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