



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 4
<i>Original Approved Date</i> October 26, 1993	<i>Subsequent Approval Dates</i> March 28, 2017 March 23, 2021

POLICY TITLE: TEACHER RECRUITMENT AND SELECTION

SECTION A

1. PURPOSE

The purpose of this policy is to ensure that the teacher recruitment and selection processes of the York Catholic District School Board support and advance the hiring of a diverse, faith-filled and qualified workforce, who are best suited to meet the spiritual, physical, intellectual, social, emotional, and psychological needs of students entrusted to our care in order for them to reach their full academic potential and overall well-being. The teacher recruitment and selection processes shall be guided by, and advance, the Board's Mission Statement and core values of equity, diversity and inclusion and shall be conducted in a fair and transparent manner, free from any bias, discrimination, nepotism and cronyism.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to give preferential consideration to qualified Roman Catholic applicants in accordance with the Board's historical and denominational rights as stated in the Human Rights Code Section 19 (1) This Act shall not be construed to adversely affect any right or privilege respecting separate schools enjoyed by separate school boards or their supporters under the Constitution Act, 1867 and the Education Act. R.S.O. 1990, c. H.19, s. 19 (1).

The York Catholic District School Board 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 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.

This policy is also in accordance and consistent with the Program/Policy Memorandum 165 issued by the Ministry of Education.

3. PARAMETERS

Teacher recruitment and selection at the Board is undertaken in accordance with the Board's denominational and management rights, including under the *Constitution Act, 1982*, *Ontario Human Rights Code*; *Education Act* and its Regulations, and central and local collective agreements.

The Board's hiring practices are intended to support its Mission, Vision and Strategic Commitments, and shall be done within the context of the parameters:

3.1 Qualifications and Merit

- 3.1.1 Focus on bona-fide job requirements and criteria that respond to local school community needs and qualification requirements.
- 3.1.2 Required Additional Qualification in Religious Education, Part 1, or a commitment to acquiring it within twelve (12) months from date of hire as a condition of employment.
- 3.1.3 Require completion of or enrollment in the Religious Education, Part 1 Additional Qualification course, prior to the offer of a permanent teaching position being made.
- 3.1.4 Require a recent positive pastoral reference from all teacher applicants that is dated within one (1) year of the candidate's application.
- 3.1.5 Require the Director of Education to obtain Board approval for the hiring of a non-Roman Catholic teacher when all reasonable efforts to recruit and select a qualified Roman Catholic teacher for a specialized position have been exhausted.

3.2 Diversity, Equity and Human Rights

Hiring practices shall promote human rights and equity in order to achieve a diverse and representative workforce. Policies and practices shall:

- 3.2.1 Recognize the value of maintaining a workforce that is inclusive and reflective of the communities served and shall advance equity, diversity and inclusion throughout the organization. This will include continuous review and monitoring of each stage of the hiring process to ensure that no stage creates any systemic barriers for candidates of under-represented backgrounds.
- 3.2.2 Provide accommodation requested by teacher applicants, based on any protected grounds under the *Ontario Human Rights Code*, to support their ability to participate fully in the Board's recruitment and selection process.

3.3 Employment Mobility

- 3.3.1 Ensure practices support consideration of experienced teacher applicants from other school boards, subject to collective agreement provisions.

3.4 Fairness and Transparency

- 3.4.1 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 by adhering to Policy 423 Conflict of Interest for Employees.

- 3.4.2 Require that any Board employees participating in the recruitment and selection process with a conflict of interest must declare the conflict, recuse themselves, and be excluded from the process.
 - 3.4.3 Ensure that no Board employee in a position of responsibility will influence or attempt to influence in any direct or indirect manner, the recruitment and selection process by providing unsolicited recommendations of teacher applicants.
 - 3.4.4. Continue to monitor and identify opportunities to increase the access and transparency within all stages of the recruitment cycle. This shall include, but not be limited to, regular recruitment cycles, hiring based on bona fide job requirements, interview feedback and composition of interview panels.
- 3.5 Monitoring and Evaluation
- 3.5.1 Provide for monitoring, evaluation and adjustment of teacher recruitment and selection processes so that the processes continue to evolve based on human resources and education sector best practices and are aligned with the Ontario Human Rights Code and applicable laws.

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 and International Education

- 4.2.1 To oversee implementation of the Teacher Recruitment and Selection Policy;
- 4.2.2 To administer the Teacher Recruitment and Selection Policy in a fair, equitable, transparent, and objective manner;
- 4.2.3 To provide training specific to anti-racism and bias-free interview practices, systemic barriers in employment, and debriefing techniques to any new employee with supervisory responsibilities, including hiring, who is involved in the interview process at the Board, and every two (2) years for employees who continue to be involved in the interview process.

4.3 Senior Team

- 4.3.1 To comply with the Teacher Recruitment and Selection policy.
- 4.3.2 To attend training as required.

4.4 Principals/Vice-Principals/Managers/Supervisors

- 4.4.1 To comply with the Teacher Recruitment and Selection policy.
- 4.4.2 To attend training as required.

4.5 Human Resources Department Personnel

- 4.5.1 To comply with the Teacher Recruitment and Selection policy.
- 4.5.2 To attend training as required.

5. DEFINITIONS

5.1 Conflict of Interest

A potential, apparent, or actual conflict where an Employee's financial or other personal interest, whether direct or indirect, conflicts or appears to conflict with the Employee's responsibility to the Board, or with the Employee's participation in any recommendation or decision pertaining to teacher hiring within the Board. Refer to Board Policy 423 - Conflict of Interest for Employees (Section C).

5.2 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.

5.3 Family Member

A person's spouse, child(ren) (including adopted and/or foster), parents, siblings, nieces, nephews, grandparents, aunts, uncles, cousins, step relatives, and in-laws.

5.4 Nepotism

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

5.5 Teacher

A certified member in good standing of the Ontario College of Teachers.

6. REFERENCE DOCUMENTS

[Constitution Act, 1982](#)

[Education Act](#)

[Ontario Human Rights Code](#)

[Policy/Program Memorandum \(PPM165\) - School Board Teacher Hiring Practices](#)

YCDSB Policy 415 [Accessibility Standards for Employment](#)

YCDSB Policy 423 [Conflict of Interest for Employees](#) (Section C)

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