

	<b>YORK CATHOLIC DISTRICT SCHOOL BOARD</b>	
	<b>BOARD POLICY</b>	
	<i>Policy Section</i>	<i>Policy Number</i>
	<b>Human Resources</b>	<b>405B</b>
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**POLICY TITLE: APPOINTMENTS TO ACADEMIC POSITIONS OF RESPONSIBILITY SECTION A**

**1. PURPOSE**

The Board recognizes the importance of providing leadership opportunities within the organization. Positions of academic responsibility are formal opportunities for teachers aspiring to leadership roles.

The York Catholic District School Board is an equal opportunity employer committed to providing an environment of diversity and employment equity and is dedicated to creating a workplace culture of inclusiveness that reflects the diverse communities that it serves.

**2. OBJECTIVE**

The selection of faith filled Catholic teachers for positions of academic responsibility will result in the continued success of the organization. In order to ensure that the best candidates for the available positions are selected, it is essential that the selection process and parameters be transparent and applied consistently in an equitable and bias free manner.

**3. PARAMETERS**

- 3.1 Recruitment of staff will be conducted in a manner that is transparent, consistent, timely, fair and equitable and is free from nepotism, cronyism or any perception of bias.
- 3.2 No employee in a position of leadership or management will influence the recruitment or promotion process by providing unsolicited recommendations of candidates.
- 3.3 For appointments to all positions of academic responsibility within the York Catholic District School Board a candidate shall have an understanding of and a genuine commitment to the Board's philosophy and shared vision.
- 3.4 Teaching personnel who seek positions of academic responsibility must obtain the necessary qualifications, including the successful completion of Religious Education

Courses or equivalent university courses in religious studies.

- 3.5 School-based positions of responsibility will be posted internally to candidates from the school and/or Board. Catholic Education Centre based positions of responsibility will be posted internally to candidates from the school board. Positions will be posted externally should there be no suitable applicants deemed qualified from the internal postings.
- 3.6 If a position is posted externally, every effort will be made to advertise position vacancies in ethnic and alternative media to promote applications from diverse candidates. Advertisements should include a statement on the accommodation process and instructions for accessing those accommodations. Advertisements should also contain a statement regarding the Board's commitment to equitable employment. These statements should be developed by the Superintendent of Human Resources and reviewed periodically in consultation with the Board's Human Rights and Equity Advisor.
- 3.7 It is understood by all school level teaching personnel that positions of academic responsibility 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.
- 3.8 All hiring shall preserve our Separate School Rights in accordance with section 19 (1) of the Human Rights Code which states, "This Human Rights 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).
- 3.9 Selection will be based on demonstrated ability, skill, attitude, as well as demonstrated record of promoting Catholic education. These competencies will be outlined in the position's posting. When two (2) or more candidates have been determined by the interview hiring panel to be relatively equal in accordance with the above criteria, and any others as determined by the interview panel, the panel will select the candidate who self-identifies as a member of a historically under-represented group. All candidates will be provided with a means of self-identification as part of the hiring process. The self-identification process will be devised by the Superintendent of Human Resources and International Education and the Human Rights and Equity Advisor. Candidates will submit their self-identification to the Superintendent of Human Resources and International Education who will inform the interview panel as deemed necessary.
- 3.10 All staff participating in the selection process have an obligation to disclose any real or perceived conflict of interest resulting from a relationship with a candidate prior to participating in the screening or selection process, in accordance with the Board's Conflict of Interest Policy 423. A relationship is defined as any relationship of the staff member to applicants or their immediate family, whether related by blood, adoption, marriage, or common-law relationship and/or any relationship of an intimate and/or financial nature during the preceding five (5) years, and/or any other past or present relationship that may give rise to a reasonable apprehension of bias, including a friend or individual where nepotism may exist or be perceived to exist. All participants in the selection process will be required to sign a Confidentiality and Conflict of Interest attestation which will form part of the documentation of the hiring process.

- 3.11 A process for debriefing internal unsuccessful candidates shall be established so that it is provided in a consistent manner and documented in the recruitment file. External candidates may be given the courtesy of feedback upon request.

#### **4. RESPONSIBILITIES**

##### **4.1 Director of Education**

- 4.1.1 To ensure compliance with this policy throughout the Board.

##### **4.2 Superintendent of Human Resources and International Education**

- 4.2.1 To administer the selection parameters and guidelines of this policy in a fair and equitable manner.

##### **4.3 Supervisory Officers**

- 4.3.1 To create conditions, encourage and support potential candidates within their Area Schools or Departments to pursue a position of academic responsibility.

##### **4.4 Principals and Vice Principals**

- 4.4.1 To create conditions, encourage and support potential candidates within their school to pursue a position of academic responsibility.

#### **5. DEFINITIONS**

##### **5.1 Bias Free**

To be respectful and treat all candidates fairly and objectively regardless of any protected ground under the Ontario Human Rights Code. The procedures and parameters shall also be applied in a neutral, non-discriminatory manner without distinguishing candidates on the basis of any of the protected grounds within the *Ontario Human Rights Code*.

##### **5.2 Cronyism**

The act of showing partiality to close friends or colleagues during the process of recruitment, interviewing, hiring or promoting employees.

##### **5.3 Nepotism**

The act of showing favouritism or providing preferential treatment to a family member during the process of recruiting, interviewing, hiring or promoting employees.

##### **5.4 Positions of Academic Responsibility**

An academic position that involves leadership of either a program, division, or department. These positions of responsibility include coordinators, consultants, department heads, divisional programs teachers, program resource teachers, and special programs teachers.

Nothing in this policy will be interpreted in a way that interferes with the denominational aspects of the Board.

#### **6. CROSS REFERENCES**

[Education Act and Regulations](#)  
[Ontario Human Rights Code](#)  
[Ontario College of Teachers Act](#)

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

YCDSB [Policy 425 Workplace Harassment](#)  
YCDSB [Policy 613 Equity & Inclusive Education](#)  
YCDSB [Policy 614 Whistleblower](#)

[OECTA Collective Agreement](#)

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	Date

**POLICY TITLE: APPOINTMENTS TO ACADEMIC POSITIONS OF RESPONSIBILITY  
SECTION B: GUIDELINES**

**1. QUALIFICATIONS**

Position of Responsibility	Basic Qualifications	Additional Qualifications Required	Desired Qualifications
<b>Coordinators</b>	<ul style="list-style-type: none"> <li>Part 1 of the Religious Education Course (or equivalent)</li> <li>Recent Pastoral Reference (within 12 months)</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of <b>five (5)</b> years of permanent teaching experience:               <ul style="list-style-type: none"> <li>a) Elementary panel: in two of the three Divisions (Primary, Junior, Intermediate)</li> <li>b) Secondary panel: in both divisions (Intermediate and Senior)</li> </ul> </li> <li>Expertise in the relevant curriculum area(s) and Specialization/certification as required by Ontario Regulation 298 (Operation of Schools - General) made under the Education Act</li> </ul>	<ul style="list-style-type: none"> <li>Desired qualifications may be added to the posting if considered necessary by the Superintendent Human Resources and International Education</li> </ul>
<b>Consultants</b> <b>Department Heads</b> <b>Divisional Programs Teacher</b> <b>Special Programs Teachers</b> <b>Program Resource Teachers</b>	<ul style="list-style-type: none"> <li>Part 1 of the Religious Education Course (or equivalent)</li> <li>Recent Pastoral Reference (within 12 months)</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of <b>three (3)</b> years of permanent teaching experience:               <ul style="list-style-type: none"> <li>a) Elementary panel: in two of the three Divisions (Primary, Junior, Intermediate)</li> <li>b) Secondary panel: in both divisions (Intermediate and Senior)</li> </ul> </li> <li>Expertise in the relevant curriculum area(s) and Specialization/certification as required by Ontario Regulation 298 (Operation of Schools - General) made under the Education Act</li> </ul>	<ul style="list-style-type: none"> <li>Desired qualifications may be added to the posting if considered necessary by the Superintendent Human Resources and International Education</li> </ul>
<p><b><u>Exceptions to Qualification Requirement:</u></b>            Candidates may be considered for the position without meeting the required qualifications in the event an insufficient number of qualified candidates have applied to the posting or in the event it is not possible for the candidate to obtain the specialization/certification prior to holding the position of responsibility. In such circumstances, such candidate(s) must show proof of enrolment in required qualification at the time of application.</p>			

## **2. SELECTION AND APPOINTMENT PROCESS**

### **2.1 Pre-Screening for Interview Selection**

- a) Applications should be screened based first on the basic and additional qualifications for the position as indicated in the job posting/advertisement.
- b) If the applicant pool remains too large to practically interview, further screening should be based on the application package which may include the opportunity to provide a statement on the candidate's Philosophy of Education through a Catholic Equity, Diversity and Inclusion Lenses and a portfolio of recent work to highlight the applicant's experience and how they align with the posted competencies. The application packages will be scored using an established set of 'look fors' and all screening criteria will be applied consistently to all applicants.
- c) Every effort should be made to interview a diverse pool of applicants, including those who self-identify as members of historically under-represented groups.

### **2.2 Interview Process**

- 2.2.1 Interview panels should be racially and gender diverse where practical and possible. Interview panels will be comprised of Principals and/or Vice Principals and may include Supervisory Officers.
- 2.2.2 All Interview panel members will be provided with up-to-date training in the following areas:
  - 2.2.2.1 Anti-racism and bias-free interviewing practices;
  - 2.2.2.2 Systemic barriers in employment; and,
  - 2.2.2.3 Debriefing techniques for unsuccessful candidates.
- 2.2.3 Interview Guides will be prepared by the interview panel in consultation with the Human Resources Department and will contain questions formulated to address the required competencies for the position. All questions will include 'look fors' and all Interview Guides will contain a scoring rubric. All candidates will be asked the same questions and scored by the panel based on consensus.
- 2.2.4 Competencies, as advertised in the position posting, could include, but are not limited to:
  - 2.2.4.1 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.
  - 2.2.4.2 Commitment to advancing human rights, diversity, equity and inclusive education within schools and in the community.
  - 2.2.4.3 Demonstrated classroom excellence as indicated through performance appraisals, the interview and the application package.
  - 2.2.4.4 Knowledge of child/adolescent development and learning psychology, as well as a demonstrated concern for children and youth.
  - 2.2.4.5 Knowledge of required outcomes (i.e. quality learning and enhanced faith).
  - 2.2.4.6 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 academic responsibility (identifying barriers to inclusion, judgment, effective communication, collaboration, motivation, empathy, flexibility, dependability, resilience).
  - 2.2.4.7 Commitment to lifelong learning and personal growth.

### **2.3 Appointment Process**

- 2.3.1 Once all candidate interviews have been scored, the candidate with the highest score will be required to provide references. If more than one candidate is tied at the end of the interview process, reference checking will be used to assist with decision making and references will be checked for those candidates. A minimum of three (3) professional references, including the candidate's current immediate supervisor will be obtained. References will be checked by a member of the selection committee. A Reference Check Form will be used to document responses. The references should include a check on leadership skills and job specific

competencies. The reference check form will be submitted to the Human Resources Department and form part of the recruitment file.

2.3.2 If more than one candidate remains tied after references are checked, the candidate who self-identifies as a member of a historically under-represented group should be offered the position.

2.3.3 Positions should be offered by a member of the Human Resources Department.

### **3. ACTING POSITIONS**

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

#### **3.1 SELECTION AND APPOINTMENT PROCESS**

3.1.1. For school-based positions of responsibility, if the acting designation is to be from two (2) months to a full school year, then the position will be advertised internally within the school and the above interview and selection process used. For acting assignments of less than two (2) months, an individual may be appointed where applicable.

3.1.2. For system-wide positions of responsibility, if the acting designation is to be from two (2) months to a full school year, then the position will be advertised internally within the Board and the above interview and selection process used. For acting assignments of less than two (2) months, an individual may be appointed where applicable.

3.1.3. Upon the return of the incumbent, the person appointed to the acting position would be guaranteed a return to a position similar to the one held before the acting assignment subject to the staffing provisions under the collective agreement.

3.1.4. 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 in accordance with the above process.

3.1.5. Acting designations may be applied under 1.5 above, in the event that the successful candidate for a position of academic responsibility does not hold all of the posted qualifications required for a specific position. Upon acquisition of the required qualifications, the individual will be appointed to the position without the "acting" designation.