

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Hiring of Staff Offering Direct
Instruction to Students

PER #17

Revised: April 2024

Background

The Board's Policy on [Compensation and Benefits for Non-teaching Staff](#) delegates to the Superintendent the responsibility for employing a highly competent staff. Specifically, the policy states the Superintendent will strive to ensure "Parents and stakeholders find the staff of Christ The Redeemer (CTR) Catholic School Division to be highly skilled, of high moral character, and committed to the goals of CTR Catholic."

One of the main goals of CTR Catholic is articulated in CTR Catholic's mission statement "...we will deliver an authentic Catholic learning experience by creating a foundation of faith and knowledge in a warm, caring environment to guide all students to appreciate the goodness of all creation and to meet the challenges of life with hope and confidence". CTR Catholic's vision statement also clearly outlines one of the primary goals of CTR Catholic; "The Truth of Christ and Knowledge of God's Creation will be experienced by and manifest in the students, staff, parents and supporters of our Catholic School Community."

Part 7 of the Alberta Education Act outlines legislated guidelines regarding the hiring of teaching and non-teaching staff.

Alberta Employment Standards, Human Rights, and other Alberta laws and regulations provide direction with respect to the development of hiring procedures that are legal, moral, and just.

Procedures

1. All procedures outlined in Administrative Procedure PER #01, Hiring of Staff, will be followed when hiring teachers.
2. The following factors are to be considered when hiring teachers:
 - 2.1 Teacher candidates are to be practicing Catholics who can serve as strong faith role models for their students.
 - 2.2 Teacher candidates must possess strong knowledge about the teachings of the Catholic Church and/or demonstrate commitment to furthering their understanding of the teachings of the Church with a view toward sharing these teachings with their students at an age-appropriate level.
 - 2.3 Teacher candidates must be highly qualified and be able to provide a variety of references.
 - 2.3.1 Teacher candidates must provide a reference from their parish priest.
 - 2.3.2 All candidates must provide a criminal record check.
 - 2.3.3 All candidates must be able to provide references from previous employers and/or educational institutions.

- 2.4 Teacher candidates must be able to commit to and live up to Board Policy #15, Expectations of Teachers and the provisions of the Alberta Education Act.
3. In exceptions when a suitable Catholic teacher candidate cannot be found, CTR Catholic will consider hiring a non-Catholic teacher candidate.
 - 3.1 Preference will always be given to practicing Catholic candidates.
 - 3.2 If a suitable Catholic candidate cannot be found all non-Catholic candidates must be able to demonstrate a willingness to fully support the Mission, Vision and goals of CTR Catholic especially those areas regarding the faith formation of our students.
 - 3.3 Non-Catholic candidates must be able to demonstrate a respectful and sympathetic sensitivity to the Catholic beliefs and practices of the students in the school.