



Policy 700.3(7): PROCEDURES

700.3: Recruitment, Selection, Assignment and Reassignment of Teaching Staff

700.3 (7.1) Guiding Principles

Individuals involved in the recruitment, selection and screening of employees for NCSD are required to have the knowledge, skills and experience necessary to make defensible recommendations and are expected to:

- 7.1.1 Represent NCSD in a professional manner and to be unbiased, fair and consistent at all times in their interactions with candidates.
- 7.1.2 Maintain the information concerning candidates which is acquired during the hiring process in strict confidence, and to only share that information with appropriate staff and resources persons as required.
- 7.1.3 Remove themselves from the hiring process if a candidate is a member of their immediate or extended family, in accordance with the NCSD Conflict of Interest Policy.
- 7.1.4 NCSD will strive to ensure that women, visible minorities, Aboriginal persons, and persons with disabilities, are reflected in fair hiring practices. Nova Central School District practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our business.

700.3(7.2) Recruitment

- 7.2.1 Teaching staff shall be recruited by NCSD using a variety of methods including, but not limited to:
 - a) On-line recruitment
 - b) Internal recruitment
 - c) Job fairs

- d) Outreach to students at post-secondary institutions
 - e) Newspaper advertisements.
- 7.2.2 All vacant teaching positions shall be advertised in accordance with the NLTA Provincial Collective Agreement and shall include, but not be limited to:
- a) Competition number
 - b) Work assignment
 - c) Required qualifications
 - d) Contract type
 - e) Directions for submitting applications
 - f) Closing date.

700.3(7.3) Selection

7.3.1 **Application Process**

- a) Nova Central School District strives to employ competent teaching staff with specific professional qualifications and the highest ethical standards. NCS D recognizes the following categories of teaching staff:
 - i) Primary-Elementary Teachers
 - ii) Intermediate-High School Teachers
 - iii) Specialist Teachers
 - iv) Special Education Teachers
 - v) School Administrators
 - vi) Program Specialists.
- b) Applicants for teaching positions shall be required to complete and submit an on-line Nova Central School District application form.
- c) Resumes for specific competition(s) may be required and shall be noted in the specific competition(s).
- d) The closing date for application shall be 12:00 noon on the date in the advertisement.
- e) Candidates who choose not to provide a complete application package as outlined in this policy may be ruled ineligible for the specific competition for which s/he has applied.

7.3.2 **Review**

- a) Applications for teaching positions shall be reviewed in accordance with Article 6.11 of the NLTA provincial collective agreement, in the following order:
 - i) Category 1:
NCS D teachers currently in the layoff pool;
 - ii) Category 2:
Teachers in a continuing contract with NCS D;
 - iii) Category 3:
Teachers who have served in replacement positions and/or have substituted with NCS D.
 - iv) Category 4:

- Teachers not previously employed with NCSd.
- v) Category 5:
Retired teachers in Newfoundland and Labrador.
- b) Following the closing date for each competition the Assistant Director (Human Resources) or his/her designate shall prioritize candidates in accordance with Section 7.5 of these procedures.
- c) The screening process may include, but is not limited to, the following:
 - i) Letter of application;
 - ii) Interview(s);
 - iii) File review(s);
 - iv) Reference check.
- d) NCSd shall consider the candidate's level of academic qualifications, training and experience to determine suitability for placement at the primary, elementary, intermediate, or senior high levels.
- e) The candidate's application shall be assessed as follows:
 - i) His/her area of specialty, suitability and experience shall be assessed based on the school's requirements;
 - ii) His/her academic transcripts shall be used to assess and evaluate scholarship and academic performance;
 - iii) His/her overall ability shall be assessed to determine the strength of the individual's character, motivation, initiative, communication skills, leadership skills, professional conduct and ability to relate to students.

7.3.3 **Interviews**

- a) Candidates considered for a teaching position shall normally be interviewed by NCSd staff one time, per job category.
- b) The interview process for competition selection may consist of, but not be limited to:
 - i) District panel interviews;
 - ii) School-based interviews;
 - iii) Telephone interviews; and,
 - iv) Written assessments.
- c) NCSd staff shall follow a pre-determined structure for interviews when involved in the selection of teaching staff, as approved by the Assistant Director of Education (Human Resources).

d) In the case of school-based interview panels, school administrators shall be responsible for ensuring that all appropriate documentation is collected from the candidate, including references and recommendation forms.

7.3.4 **References**

Candidates considered for a teaching position shall be required to provide at least three professional references, one of whom shall be the candidate’s most recent immediate supervisor.

7.3.5 **Transcripts**

Candidates shall be required to provide updated educational transcripts when applying for teaching positions with Nova Central School District.

7.3.6 **Criminal Reference Checks/Police Checks**

All successful candidates for teaching positions with NCS D shall be required to submit a satisfactory Criminal Reference Check/Police Check, with a Vulnerable Sector Query, prior to being hired, in accordance with NCS D policy 700.1.

700.3(7.4) Job Categories

Teachers may be assigned as:

- 7.4.1 Primary-Elementary Teachers (Grades K to 6);
- 7.4.2 Intermediate/High School Teachers (Grades 7-12);
- 7.4.3 Specialists positions;
- 7.4.4 Special Education Positions;
- 7.4.5 School Administrators; and,
- 7.4.6 Program Specialists;

based on the following considerations:

7.4.1 **Primary-Elementary (Kindergarten to Grade 6)**

- a) Teachers for the primary/elementary level should have training and/or experience in teaching methods reflecting the latest theories of learning related to the age group of the students.
- b) In the case of hiring, transferring or re-assigning of teachers into Kindergarten classrooms, NCS D recognizes that Kindergarten programs require special consideration. Teachers hired, transferred or re-assigned to Kindergarten would only be considered after a thorough investigation of the teacher’s qualifications, training and/or experience.
- c) Teachers trained at the intermediate/high school level may only be considered for positions at the primary/elementary level where they have special training or experience acceptable to the school district. Teachers in these levels can be assigned as:

primary teachers K-III), and elementary teachers (IV-VI).

7.4.2 **Intermediate/Senior High (Grade 7 to 12/Level III)**

- a) Teachers at the intermediate/high school level shall be required to have at least a minor (eight full semester courses) and preferably a major (twelve full semester courses) in a subject area, and to have completed methodology courses in that subject area.
- b) Where a teacher is required to teach a cluster of subjects or most of the subjects to an entire class at the intermediate level, s/he may be required to have training and experience in at least two of the subjects s/he is teaching to the entire class.
- c) Teachers may be permitted to move from intermediate to high school teaching positions and vice versa, based on their subject specialization, training and experience as well as their demonstrated knowledge of the uniqueness of the learner at the level to which they are transferring.
- d) Teachers trained at the primary/elementary level may only be considered for positions at the intermediate/senior high level where they have special training or experience acceptable to NCSD.

7.4.3 **Specialist Positions**

- a) Itinerant specialist positions with NCSD that are assigned to Student Support Services and may include, but are not limited to:
 - i) Speech-Language Pathologists
 - ii) Teachers for Blind and Visually Impaired
 - iii) Teachers for the Deaf and Hard of Hearing
 - iv) Itinerant Assessors
 - v) Behavioral Support Teachers
 - vi) Teachers for Inclusive Education
 - vii) Psychologists.
- b) Individuals shall be considered for specialist positions with NCSD, including transfer and reassignment, based on the following:
 - i) Qualifications and expertise in a particular area as well as training to work across all educational levels (Kindergarten to Level III). Such assignments may include, but not be limited to, Guidance and Counselling, Learning Resources, Music, Physical Education, Skilled Trades, Fine Arts.
 - ii) Specific professional designation.
 - iii) Ability to teach subjects other than those specific to their area of expertise, in order to complete their total teaching assignment.

Specialists considered for hiring, transfer, or reassignment to positions with responsibilities outside of their area of expertise may be required to have completed minimum subject area qualifications and methodology courses in the non-specialized components of their total teaching assignment.

7.4.4 **Special Education Positions**

Individuals may be considered for Special Education teaching positions, including transfer or reassignment, based on the following:

- a) Special Education teachers shall be required to have a Bachelor of Special Education (B.Sp.Ed) Degree, or an equivalent degree in the student support services area that is acceptable to NCSO.
- b) Teachers without a Special Education Degree who are already teaching Special Education should have the necessary skills and/or experience required for behavior management and individual programming needed for the position. These teachers will be encouraged to upgrade their qualifications.

7.4.5 **School Administrators**

Individuals may be considered for school administrator positions with the Nova Central School District, including transfer and reassignment, based on the following:

- a) School administrators are required to hold a graduate degree, preferably with major emphasis in school administration, curriculum leadership or equivalent, or a combination of education and experience that is acceptable to NCSO.
- b) Training and/or experience relevant to the school's requirements.

7.4.6 **Program Specialists**

Individuals may be considered for Program Specialist positions with NCSO, including transfer and reassignment, based on the following:

- a) Program Specialists shall be required to hold a degree at the Master's level in the area of specialty for which they are approved.
- b) They meet guidelines as outlined by the Department of Education.

700.3(7.5) Assignment

- 7.5.1 Once the screening and selection process has been completed, all candidates recommended for teaching positions shall be approved by the Assistant Director of Education (Human Resources) or his/her designate.

- 7.5.2 An individual who is hired, transferred or re-assigned shall be required by NCS D to possess the qualifications and be suitable to perform the specific functions required for that position. (*e.g. elementary teacher responsible for teaching Core French; intermediate English teacher required to teach Art*).
- 7.5.3 The CEO/Director of Education or his/her designate may, in accordance with Article 37.01(d) of the NLTA Provincial Collective Agreement, assign a candidate with lesser qualifications to a vacant position, when a fully qualified candidate cannot be recruited. This candidate shall be employed on a term contract.
- 7.5.4 An appropriate probationary or term contract shall be determined by the Human Resources Division.
- 7.5.5 Contracts specific to educational and maternity leaves shall include flexible start and end dates.
- 7.5.6 Candidates who are unsuccessful in obtaining a teaching position with the district may contact the Assistant Director of Education (Human Resources) to schedule a meeting to discuss their application and/or interview.
- 7.5.7 A successful candidate who has been previously tenured with other school districts, shall provide proof of tenure in writing. Based upon proof of tenure with another school district, the Assistant Director of Education (Human Resources) or his/her designate, shall make a decision regarding the probationary status of the teacher, in accordance with the NLTA Provincial Collective Agreement.
- 7.5.8 A candidate who has a permanent contract with another school district shall, subject to Article 12 of the NLTA Provincial Collective Agreement, be required to provide written permission from that school district, allowing him/her to be considered for a position with Nova Central School District.

700.3(7.6) Transfer, Reassignment and Redundancy

7.6.1 Transfers

- a) Teaching staff may apply to be considered for a transfer to a vacant position. Candidates for such transfers shall be assessed based on qualifications, competence and suitability as per Article 6 of the NLTA Provincial Collective Agreement. Unless otherwise noted, candidates for transfers shall be determined through a formal competition process.
- b) Teachers shall not normally be considered for transfer after July 30th of each school year unless there are extenuating circumstances. In these cases a letter must be written to the Assistant Director of Education (Human Resources) for consideration.

- c) A teacher may wish to request a transfer due to extenuating circumstances. This request must be made in writing to the Assistant Director of Education (Human Resources) and must be accompanied by appropriate documentation.

7.6.1 **Reassignment and Redundancy**

- a) Reassignments and redundancies shall be carried out in accordance with Article 9 of the NLTA Provincial Collective Agreement, subject to the capability of fulfilling the requirements of the job functions of a particular position. NCS D shall make the final determination as to the suitability of a teacher for reassignment.
- b) Vacant positions shall be determined by the Human Resources Division, based on a school by school staffing analysis and the preparation of staffing plans by school administrators and relevant NCS D staff.
- c) Reassignment of redundant teachers shall be in accordance with Article 9 of the NLTA Provincial Collective Agreement.
- d) The remaining vacant positions shall be advertised in accordance with Article 8 of the NLTA Provincial Collective Agreement.

700.3(7.7) Employee Information

- 7.7.1 Information pertaining to the recruitment, selection, assignment and reassignment of an individual shall be maintained, accessed, released or disposed of in accordance with *Access to Information and Protection of Privacy (ATIPPA)* Legislation, the NLTA Provincial Collective Agreement and NCS D policies and procedures.
- 7.7.2 Employees are expected to ensure that their personnel files contain current information regarding their academic credentials and professional development they have completed. Employees are expected to submit updated transcripts and documentation to the Human Resources Division whenever there is a significant change to their professional qualifications (eg. completion of a M.Ed Program).