

---

## **TEACHER RECRUITMENT**

### **Background**

The District will recruit the most able and appropriately trained teachers for the positions to be filled.

### **Procedures**

1. Responsibility for Teacher Recruitment
  - 1.1 The engagement and placement of teachers on staff is coordinated by the Director of Human Resources.
2. The Director of Human Resources is responsible for the teacher hiring process, in consultation with the Principal.
3. The Director of Human Resources shall approve all hiring prior to a teaching contract being offered.
4. Candidate Application Expectations
  - 4.1 Possess a current British Columbia Teaching Certificate.
  - 4.2 University/college transcripts and teacher evaluation reports.
  - 4.3 Character and professional references from appropriate persons who can judge the professional competence and character of the applicant.
  - 4.4 In addition, prospective teachers shall possess:
    - 4.4.1 An ability to communicate and empathize with students and parents.
    - 4.4.2 A proven ability of success within the classroom.
    - 4.4.3 An in-depth knowledge of teaching pedagogy and student learning styles.
    - 4.4.4 A desire to contribute to the overall quality of education of all students and the profession.
    - 4.4.5 A desire to actively participate as a member of a professional learning community.
5. Internal Advertising
  - 5.1 Any positions open through resignations or additional services shall be made known to all teachers on staff whenever possible.
6. Priorities for Filling Teaching Staff Vacancies
  - 6.1 Teachers returning from Professional Development Leave.

## Administrative Procedure 421

---



- 6.2 Teachers returning from Leave of Absence.
- 6.3 Teachers requesting transfers, as appropriate.
- 6.4 Other teacher applicants.

Reference: Sections 17, 20, 22, 65, 85 *School Act*  
*Teachers' Act*  
School Regulation 265/89  
Collective Agreement

Adopted: May 18, 2022  
Reviewed: May 18, 2022  
Revised: May 18, 2022