



#### Rationale

The fundamental goal of the Catholic Independent Schools, Diocese of Victoria, is to create a Catholic educational community in each of its schools where human culture and knowledge, enlightened and enlivened by faith, are shared in a spirit of freedom, hope, and love. Consequently, it must be recognized “that the Catholic school depends upon (teachers) almost entirely for the accomplishment of its goals and purposes” (Vatican II). It is recognized, therefore, that well qualified, Catholic teachers who are active in the practice of their faith and committed to the goals of Catholic schools, are essential if a school is to meet its goals and objectives.

#### Policy

It is recognized that well-qualified professional staff are essential for a school to meet its goals and objectives. In order to ensure the hiring of teachers with appropriate personal and professional qualifications the Superintendent shall select, whenever possible, those candidates who are members of the Catholic Church, have a commitment to Catholic education which is endorsed by their lifestyle and practice, and possess the necessary academic and professional preparation for their assigned teaching duties.

#### Regulation

1. With respect to a needs assessment for teachers:
  - 1.1 A survey will be conducted annually, in March, among all teachers, to determine their intentions for the coming year, so as to indicate whether a teacher is planning:
    - to remain on staff,
    - to leave (move, transfer, retire) or
    - to apply for a leave of absence.

**NOTE:** Teachers who have accepted positions in other schools, or who are definitely planning to leave at the end of the current school year, should submit their resignation in writing to the Superintendent of Schools and Principal, as soon as possible but no later than May 31<sup>st</sup> of that year.

2. With respect to advertising vacant positions:



- 2.1 All vacancies will be clearly posted internally in all schools under the jurisdiction of the CISDV as per the Collective Agreement.
- 2.2 Advertisements for specific positions may be placed in local, provincial, or national newspapers if necessary.
3. With respect to hiring professional staff:
  - 3.1 Applications received will be:
    - received by the Office of the Superintendent,
    - screened for completeness whenever possible. If the application has not been screened by the Superintendent's office, the screening must be completed by the Principal.
  - 3.2 Principals of schools will, in consultation with the Superintendent, select candidates for interview from the approved list of applicants.
  - 3.3 Interviews will be conducted by a selection committee comprised of the school Principal, parish priest or representative, a member of the Local School Council and may include a teacher representative of the teaching staff.
4. With respect to transfers/mutual exchange: (See policy #420)
  - 4.1 Current staff members may indicate their preference for transfer to another school, mutual exchange or a leave within the jurisdiction of the CISDV by March 15<sup>th</sup> of the current school year.
  - 4.2 Staff requests for transfer and exchange, must be submitted in writing to the Superintendent of Schools, using the appropriate CISDV form.
5. With respect to professional qualifications:
  - The applicant must possess a valid teaching certificate in accordance with the regulations of the Ministry of Education and the BC Teacher Regulation Branch and have competency at the level and in the area of teaching for which he/she is being considered.
  - Current membership in the BC Teacher Regulation Branch is a condition of employment.



6. With respect to character and religious training:

The applicants should:

- be a baptized Catholic
- display exemplary character and a faithful fulfillment of religious practice common to all members of the Catholic faith, display a willingness to teach the religious program, as approved by the Bishop of Victoria,
- have completed a program of religious education acceptable to the diocesan authority, or agree to complete the requirements of the diocesan faith formation program for teachers within the first two years of employment,
- be willing to take the necessary steps to upgrade or maintain a level of religious knowledge and understanding appropriate to a teacher in a Catholic school and
- be willing to provide opportunities in teaching at all levels for the inclusion of gospel values.

(see Section 11 with reference to applicants of other faith denominations)

7. With respect to health:

The applicant must:

- be in good health, sufficient to perform his/her duties as required
- be prepared to provide a copy of a recent medical examination, if requested.

8. With respect to interview considerations:

The following factors should be taken into consideration in interviewing applicants for teaching positions:

- the applicant is a practicing Catholic, i.e. baptized and an active member of a Catholic parish community,
- suitability of the applicant for the position with respect to:
  - grade level,
  - subject specialization and
  - present and future needs of the school,



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- training, experience, and academic background,
  - ability to manage students,
  - voice, fluency, correct usage and enunciation of language,
  - suitability of the applicant to fit into:
    - the general pattern of the school and the school system,
    - the school and school system's objectives and philosophy
    - relationship with students and staff,
  - References received from the applicant's: Superintendent, Principal and one other reference from a person able to attest to the applicant's professional and/or personal qualities,
  - references from a supervisor or teacher supervisor, accompanied by copies of practicum reports, for teachers new to the profession and
  - recommendation from the applicant's parish priest and/or another priest or religious person able to provide information on the candidate's recent faith practice.
10. With respect to an appointment to a position:
- 10.1 The principal will forward to the Superintendent the name of the teacher recommended for hiring. The Superintendent or designate will contact the successful applicant and offer them the position.
  - 10.2 A contract will be created by the CISDV Central Office.
  - 10.3 Unsuccessful interviewees will be notified as soon as possible after the hiring has been completed.
11. Applicants of Other Faith Denominations
- Every effort must be made to employ Catholic teachers. Experience has found that on occasions it is necessary to employ teachers who are not of the Catholic faith. Local School Councils, must, in such instances, respect the freedom of conscience of a teacher who is not an adherent of the Catholic faith and who has so advised the Council before acceptance of employment. It is important that the successful applicant be willing to support and/or teach the students in learning about the teachings and practices of the Catholic faith.

Before an offer of employment can be made approval is required from



Island Catholic Schools

## STAFF PERSONNEL

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### HIRING AND APPOINTMENT OF TEACHING STAFF

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the Superintendent in consultation with the Bishop of Victoria or his designate.

Reference:	Approved
	Date Approved: June 1989
Cross-reference: Policy 420 – Teacher Transfer/ Mutual Exchange	Date(s) Revised: September 2007 March 2012 April 2, 2019