



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Hiring - Academic Staff**

		<b>Policy Number:</b>	300.10
<b>Adopted:</b>	May 25, 2004	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	May 24, 2011, October 22, 2013; January 23, 2018	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education.

**Policy Statement:**

This policy applies to all candidates for employment in academic positions within the Board's schools and learning centers: teaching staff, positions of responsibility, principals and vice principals.

The Hiring Procedures – Academic Staff Policy will:

- Ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff,
- Give preferential consideration to qualified Roman Catholic applicants, in accordance with the *Ontario Human Rights Code*, and the historical right of Catholic school boards under the *Constitution Act, 1981* and the *Education Act*,
- ensure that the Board conducts a fair selection process to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit, system needs, and consistent with Ministry regulations.

**Glossary of Key Policy Terms:**

**Positions of Responsibility**

Department Heads, Coordinators and Consultants.

**References**

Education Act, Sections 170(1) & 171(1), Regulation 274/12  
Ontario Human Rights Code, Section 24(1)(1)  
Constitution Act, 1981  
Employment Standards Act  
Ontarians with Disabilities Act  
Pre-Employment Screening Policy (300.18)  
Religious Education Qualifications for Teaching Staff Policy (300.19)  
Student Achievement and School Board Governance Act, 2009



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**Hiring – Academic Staff  
AP 300.10**

**Procedure for:** Senior Administrators, Principals/Vice-Principals

**Adopted:** May 25, 2004

**Submitted by:** Chris N. Roehrig, Director of Education

**Revised:** October 22, 2013; January 27, 2015;  
April 28, 2015; January 23, 2018

**Category:** Human Resources

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**Purpose**

The Brant Haldimand Norfolk Catholic District School Board recognizes that in order to fulfill its Catholic mission statement, it must recruit, hire and promote qualified and certified teachers who are practicing Catholics with a demonstrated commitment to Catholic education. The Board will ensure all candidates for academic positions understand the principles that shall guide the hiring and promotion of academic staff and will give preferential consideration to qualified Roman Catholic applicants, in accordance with the Ontario Human Rights Code, and the historical right of Catholic school boards under the Constitution Act, 1981 and the Education Act. The Board will also ensure that a fair selection process is conducted, as prescribed by Regulation 274/12, to fill vacancies in academic positions based on Catholicity, qualifications, experience and merit.

**Information**

This administrative procedure applies to the hiring of staff for teaching positions and principals and vice-principals.

**Responsibilities**

**Superintendent of Education - Academic Staffing**

- Approves internal and external postings for the hiring of teaching positions.
- Establishes interview committees.
- Approves the hiring, appointments and placement of teaching staff.
- Participates in interview committees for the hiring of principals and vice-principals.

**Director of Education**

- Approves the hiring and appointment of principals and vice-principals.
- Provides a written report to the Board of Trustees which identifies the successful candidate(s) to the principal/vice-principal position or pool, for Board approval.

**Procedures**

**1.0 General**

- 1.1 All external candidates must comply with the conditions outlined in the Pre-Employment Screening Policy.
- 1.2 With respect to interview committees, the leader of each committee shall consult with the Executive Manager/Manager of Human Resources or designate to ensure that all Hiring Recommendation forms, interview tools and hiring processes comply with collective agreements, the Employment Standards Act, applicable statutes and regulations (including but not limited to the Ontario Human Rights Code) and principles of fair and transparent hiring.



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## **2.0 Teaching Positions**

- 2.1 The placement of internal and external postings shall be approved by the Superintendent of Education – Academic Staffing and facilitated by a Human Resources Coordinator. The superintendent shall consult with the Executive Manager/Manager of Human Resources or designate regarding the content of all postings prior to approval.
- 2.2 The Superintendent of Education - Academic Staffing, shall establish interview committees to interview candidates and make hiring recommendations for teaching positions. This committee shall be comprised of at least two principals and may include any person the Superintendent deems fit.
- 2.3 The Superintendent of Education - Academic Staffing, shall approve the hiring and appointment of teaching staff.

## **3.0 Principals and Vice-Principals**

- 3.1 The placement of internal and external postings shall be approved by the Director of Education and facilitated by a Human Resources Coordinator. The Director may consult with the Executive Manager/Manager of Human Resources or designate regarding the content of all postings prior to approval.
- 3.2 The Director of Education shall establish interview committees to interview candidates for the position of Principal or Vice- Principal. This committee shall consist of up to two trustees, a minimum of two superintendents of education, and the Director of Education or designate.
- 3.3 The Director of Education may consult with the Executive Manager/Manager of Human Resources or designate regarding the composition and substance of interview processes and all processes used to support the hiring of vice-principals and principals.
- 3.4 The Director of Education shall approve the hiring and appointment of principals and vice-principals.
- 3.5 The Director of Education shall then provide a written report to the Board which identifies the successful candidates to the respective Principal or Vice-Principal position(s) or pool, for approval by the Board of Trustees.
- 3.6 The Director shall assign successful candidates to the position of Principal or Vice-Principal based on needs of particular school communities, input from the appropriate Superintendent of Education, the outgoing principal and consultation with trustees.
- 3.7 The Director of Education will assign Acting Principals and Vice-Principals to replace absent administrators, as required, and report such assignments to the Board. The Director will inform Trustees about principal/ vice-principal assignments on a timely basis.

## **Definitions**

### **Teaching Positions**

Includes all teachers covered by the OECTA collective agreements (including but not limited to classroom teachers, preparation teachers, French as a Second Language teachers, special education resource teachers, system teachers, department heads, student achievement leaders, consultants and coordinators).

## **References**

Education Act, Sections 170(1) & 171(1)  
Ontario Human Rights Code, Section 24(1)(1)  
Constitution Act, 1981  
Employment Standards Act  
Ontarians with Disabilities Act  
Ontario Regulation 274/12  
Pre-Employment Screening Policy (300.18)  
Religious Education Qualifications for Teaching Staff Policy (300.09)