



**DIVISION: HUMAN RESOURCES**

**HR-803**

**POLICY NAME**

RECRUITMENT, SELECTION, ASSIGNMENT, REASSIGNMENT AND RETENTION OF TEACHING STAFF

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**POLICY STATEMENT**

The Director of Education shall apply currently modern standards in the recruitment, selection, assignment and reassignment of teaching staff for positions within the Newfoundland and Labrador English School District.

District professional staff, under the direction of the Assistant Director of Education (Human Resources) shall develop and implement Administrative Procedures/Regulations to guide practice.

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**BACKGROUND**

The District recognizes the importance of ensuring that all processes used to recruit, select, assign and reassign teaching staff are consistently applied and transparent.

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**SCOPE**

This policy applies to all teaching staff including teachers, program specialists, itinerants and school administrators.

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**DEFINITIONS**

*CURRENTLY MODERN STANDARDS*

Currently Modern Standards are defined by the Director of Education as reasonable criteria by which the capabilities of a teacher are judged to determine his/her compatibility with the current requirements of the position.

*REDUNDANT POSITION*

A position that is no longer required for programming at a given school/work site.

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**APPROVED:** January 18, 2014

**Effective:** September 1, 2014

**AMENDED:** \_\_\_\_\_

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## **POLICY DIRECTIVES**

1. The Newfoundland and Labrador English School District will establish Administrative Procedures/Regulations to govern the application of this policy.
2. The Director of Education shall ensure that there is an annual review and audit of the District's recruitment procedures.
3. When it becomes necessary to reassign teachers as a result of redundancies in the system, the Newfoundland and Labrador English School District will determine teachers' capabilities based on seniority and in accordance with the currently modern standards and other provisions of the Collective Agreement.
4. All new teachers shall serve a probationary period in accordance with the NLTA Collective Agreement.
5. In the hiring of a teacher, the District will consider the candidate's level of training to determine whether or not s/he is best suited to teach at the primary, elementary, intermediate or senior high levels.
6. All new teachers hired in the District shall have a Criminal Record Check, including a Vulnerable Sector Check, prior to being considered for employment.
7. All teachers who have employment history with the District shall supply a Criminal Offence Declaration prior to being considered for employment.
8. Individuals involved in the recruitment, selection and screening of employees shall represent the District in a professional and unbiased manner and ensure a consistent approach to dealing with all candidates.
9. All information acquired during the recruitment process shall be maintained in strict confidence and shared only with district personnel as required.
10. Any candidate unsuccessful in a competition may schedule an appointment with the Assistant Director of Education (Human Resources) or designate, to discuss his/her candidacy.
11. A teacher may wish to request a transfer from one school to another as a result of extenuating circumstances. Such requests must be made in writing to the Assistant

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Director of Education (Human Resources) and must be accompanied by appropriate documentation.

12. Individuals involved in recruitment shall remove themselves from any competition in which a member of their immediate or extended family is a candidate.
13. Assessment of teacher applications will include a review of the teachers' professional background, in interview and reference checks.

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