



STAFF RECRUITMENT – CERTIFICATED ADMINISTRATION

Background

The quality of education received by Division students is directly related to the quality of administrative staff appointed. The Division is committed to the application of a fair and thorough administrator recruitment process.

Procedures

1. Basic criteria to be considered in selecting administrative and supervisory staff are:
 - 1.1 Education and professional experience including Alberta Education Leadership Quality Standard (LQS) certification.
 - 1.2 Professional achievement and contribution, including evidence of leadership ability.
 - 1.3 Verbal and written references.
 - 1.4 Commitment to the Division's philosophy, mission statement, and beliefs.
 - 1.5 Administrative abilities regarding decision making, organizing, planning, communicating, coordinating, managing, and evaluating.
 - 1.6 Human relations skills including the ability to develop positive relations with students, staff, parents, parishes, community, and other education partners.
2. All administrative appointments are appointments to the school system, not to a particular school.
3. All administrative and supervisory positions may be advertised internally to ensure that the selection process considers all interested and qualified staff.
4. Consideration may be given to transfers of existing administrators prior to a vacant position being advertised.
5. The Division is committed to hiring Catholic administrators.
6. Upon hiring and at renewal of an administrative contract, administrators shall:
 - 6.1 If Catholic
 - 6.1.1 Attest that they are a practicing Catholic;



- 6.1.2 Represent that they are capable and willing to direct full permeation of the Catholic faith in formal religion classes, liturgical celebrations, graduation exercises and across the curriculum;
 - 6.1.3 Undertake to follow, both in and out of school, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, participation in the Sacraments of the Church and living in harmony with the principles of the Gospel and teachings of the Catholic Church;
 - 6.1.4 Acknowledge and agree that either the Board or the administrator may seek the interpretation and assistance of the local Bishop in order to clarify what are the principles of the Gospel and teachings of the Catholic Church;
 - 6.1.5 Provide the Division with a testimonial from a priest or member of the pastoral team attesting to their faith commitment; and
 - 6.1.6 Understand and commit to the responsibility to undertake periodic professional development related to Catholicity and to fully support the spiritual development of students and staff.
- 6.2 If Not Catholic
- 6.2.1 Recognize that they will be teaching in a fully permeated Catholic school setting and are comfortable with and respectful of the teachings and traditions of the Catholic Church;
 - 6.2.2 Undertake not to knowingly speak against or act in a manner to disparage the practices and beliefs of the Catholic Church and agree to participate as appropriate in religious celebrations and exercises;
 - 6.2.3 Undertake to follow, both in and out of school, a lifestyle and deportment in harmony with the principles of the Gospel and teachings of the Catholic Church;
 - 6.2.4 Acknowledge and agree that either the Board or the administrator may seek the interpretation and assistance of the local Bishop in order to clarify what are the principles of the Gospel and teachings of the Catholic Church;
 - 6.2.5 Provide the Division with a testimonial from a religious leader of their faith attesting to their faith commitment; and
 - 6.2.6 Understand and commit to the responsibility to undertake periodic professional development related to Catholicity and to fully support the spiritual development of students and staff.



- 6.3 For the purpose of this provision “Catholic” shall mean “a baptized member of the Roman Catholic Church or one of the Eastern Catholic Churches”.
7. The Superintendent is responsible for initiating recruitment procedures as required, completing reference checks, and short-listing candidates to be interviewed for all positions except Superintendent.
8. Further processes are outlined in Board Policy 16.

Reference: Section 32, 33, 52, 53, 55, 197, 202, 203, 204, 222 Education Act