

Fair and Transparent Hiring Practices

The Question:

“I know that procedures have changed with respect to hiring practices tied to occasional teachers. Are there guidelines that help me to proceed correctly?”

The Answer:

Here are five Guidelines for Success:

1. Boards decide who is on their occasional teacher (OT) Roster
2. Boards must create a long term occasional (LTO) teacher List of teachers drawn from the OT Roster
3. Regulation 298 and new Regulation 274 inform hiring decisions
4. Teachers on the LTO List must be considered first for permanent positions
5. Principals/boards manage hiring

1. BOARDS DECIDE WHO IS ON THEIR OT ROSTER

Boards continue to have the authority to select and place teachers on occasional teacher (OT) Rosters according to board policies and procedures and collective agreements in place.

Only teachers on the OT Roster can apply to be added to the LTO List.

The selection process for the OT Roster provides a mechanism for principals and vice-principals to help ensure that the best candidates become available for teaching assignments of any duration.

The OT Roster must be organized according to experience gained as an occasional teacher. This experience is used to “break ties” or as part of confirming eligibility to apply to the LTO List for permanent jobs.

2. BOARDS MUST CREATE AN LTO TEACHER LIST OF TEACHERS DRAWN FROM THE OT ROSTER

- Teachers on the OT Roster can apply to be added to the LTO List after a minimum of 10 months and 20 days of teaching in that board.
- Boards interview such candidates to determine whether they will be added to the LTO List, according to their own selection processes and criteria.
- Unsuccessful interviewees may request a feedback interview and boards must provide this feedback to assist with the candidates’ professional growth.

Regulation 298 provides direction to boards and principals about considerations when hiring. The regulation requires that due regard be given to the provision of the best possible program, the safety and well-being of the pupils and teacher qualifications.

New Regulation 274 provides further direction to boards for hiring practices.

3. REGULATION 298 AND NEW REGULATION 274 INFORM HIRING DECISIONS

When an LTO contract arises in a board, the following steps are required:

- The board will first take into account the collective agreement rights of supernumerary and/or redundant teachers.



- If the position remains open, the board must post the position and interview the five most senior LTO applicants who meet the requirements of the position.
- Regulations 298 and 274 are taken into account as the board considers each of the applicants.
- If still not filled, then suitable candidates from the OT Roster are interviewed.

Boards continue to determine application, interview, selection and debriefing processes

4. TEACHERS ON THE LTO LIST MUST BE CONSIDERED FOR PERMANENT POSITIONS

When a permanent position becomes open in a board (according to collective agreement processes), the following steps apply:

- The board will first take into account the collective agreement rights of supernumerary and/or redundant teachers.
- If the position remains open, the board must post the position and next consider, through an interview process, the five most senior applicants from the LTO List who:
 - have completed a minimum of one LTO assignment of at least 4 months duration;
 - have not received an unsatisfactory evaluation; and
 - have the qualifications for the position.
- Unsuccessful interviewees may request a feedback interview and boards must provide such feedback to assist with professional growth of the candidates.

5. PRINCIPALS/BOARDS MANAGE HIRING

Principals and vice-principals have several opportunities through the interview and selection process for each stage of hiring to choose the best teachers for their jobs. It will be important for school leaders to see this opportunity as a collective responsibility in their district since candidates

selected for the roles will be eligible for other positions across the district.

The feedback cycle built into application processes for the LTO list and for permanent positions is intended to provide opportunities for occasional teachers to improve their practice for future positions.

During the minimum four month LTO placement, principals and vice-principals have the opportunity to visit classrooms and observe teacher performance. Should performance concerns arise, it is critical that principals/vice-principals conduct an appraisal to document these concerns.

The evaluation will be based on a provincial template which can be adapted locally. It will be a simplified form and cannot be considered equivalent to a regular teacher appraisal.

Please note:

This tip sheet is intended to give principals user-friendly guidelines to better understand changes in hiring practices resulting from the regulation on fair hiring practices.

More information is provided in Regulations 298 and 274 and they should be consulted for specific details. In the case of any discrepancy between this PW2K tip sheet and the regulations, the regulations prevail.

REFERENCES

Two regulations should be referenced:

- Regulation 298 on teacher qualifications
- Regulation 274/12: Hiring Practices