



**Rationale**

Support staff are directly accountable to the local school Principal. As a result of this relationship, the Principal has been given the responsibility for the selection and appointment of all support staff.

**Policy**

The hiring of support staff is the responsibility of the Superintendent and/or local school Principal. The hiring process shall be conducted in accordance with regulations approved by the Board of Directors.

**Regulation**

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

**NOTE:** Employees 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 ideally no later than May 31<sup>st</sup> of that year.

2. Notice of vacancies within the Island Catholic Schools organization shall be circulated to all schools. Positions may be posted internally and externally at the same time.
3. With respect to hiring support 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 others deemed necessary by the Principal.  
(NOTE: Selection Committee for Out of School Care positions can be comprised of the Early learning Centre Manager and the Principal.)
4. With respect to character and religious affiliation:  
The applicants in contact with students 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 support 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 employees 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 an employee working in a Catholic school.
- (see Section 7 with reference to applicants of other faith denominations)
5. 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.
6. An interview questionnaire, job description for the position and minimum criteria will be prepared by the Superintendent or Principal and made available for the selection committee.



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

- if the position requires the person to be in direct contact with students, the applicant should be 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:
  - position and assignment
  - present and future needs of the school,
  - training, experience, and academic background suitable to the position,
- 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 previous employer and one other reference from a person able to attest to the applicant's professional and/or personal qualities,
- references from a supervisor, accompanied by copies of performance appraisal reports 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.

#### 7. Applicants of Other Faith Denominations

Every effort must be made to employ Catholic persons. Experience has found that on occasions it is necessary to employ persons who are not of the Catholic faith. Local School Councils, must, in such instances, respect the freedom of conscience of an employee 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 students in learning about the teachings and practices of the Catholic faith. Before an offer of employment can be made, approval is required from the Superintendent in consultation with the Bishop of Victoria or his designate.



8. Once consensus is reached on which of the candidates is best suited to the position, the Superintendent will be informed, and once approved an offer will be made to the successful candidate by the Principal. This will be followed by a written "Offer and Acceptance of Employment" prepared by the CISDV Office; any contract will be signed by the Superintendent and the employee.
  
9. Successful applicants will be required to undergo a criminal record check through the BC Criminal Records Review Program (CCRP).
  
10. All newly-hired support staff will be on a six-month probationary period. On the satisfactory completion of this period, employment will be considered as continuing or temporary, subject to the terms and conditions of employment as noted in their contract as well as terms and conditions of employment as noted in the policy, regulations, and procedures of the Board of Directors and Local School Councils.

If upon completion of an evaluation, performance is rated less than satisfactory the probationary period may be extended to 12 months at the discretion of the employer, or the employer's designate.

Reference:	Approved
	Date Approved: June 1994
Cross-reference:	Date(s) Revised: October 2003 April 2, 2019