

NLSchools refers to all public K-12 English schools and school-related facilities under the jurisdiction of the Department of Education, Education Operations Branch and all employees working therein providing services and supports to such schools, including those who work in the areas of school facilities, student transportation, program implementation, student services, and procurement.

Policy Name

Recruitment, Selection, Assignment, Reassignment and Retention of Teaching Staff

Policy Statement

The Superintendent of Schools shall apply currently modern standards in the recruitment, selection, assignment and reassignment of teaching staff for positions within NLSchools

NLSchools professional staff, under the direction of the Senior Management Official (Human Resources), shall develop and implement Administrative Procedures to guide practice.

Background

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

Scope

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

Definitions

Currently Modern Standards

Currently Modern Standards are defined by the Superintendent of Schools as reasonable criteria by which the capabilities of a teacher are judged to determine their 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.

Policy Directives

1. NLSchools will establish Administrative Procedures to govern the application of this policy.
2. The Superintendent of Schools shall ensure that there is an annual review and audit of recruitment procedures.
3. When it becomes necessary to reassign teachers as a result of redundancies in the system, NLSchools will determine teachers' capabilities based on seniority and in accordance with the currently modern standards and other provisions of the [NLTA Provincial Collective Agreement](#).
4. All new teachers shall serve a probationary period in accordance with the [NLTA Provincial Collective Agreement](#).
5. In the hiring of a teacher, NLSchools will consider the candidate's level of training to determine whether or not they are best suited to teach at the primary, elementary, intermediate or senior high levels.
6. All new teachers hired within NLSchools 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 NLSchools 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 NLSchools 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 Education Operations Branch personnel as required.
10. Any candidate unsuccessful in a competition may schedule an appointment with the Senior Management Official (Human Resources) or designate, to discuss their

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 Senior Management Official (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.