



**Catholic Independent Schools
Of Vancouver Archdiocese**

**THE HIRING PROCESS
FOR TEACHERS**

“The extent to which the Christian message is transmitted through education depends to a very great extent on the teachers... The nobility of the task to which teachers are called demands that, in imitation of Christ, the only Teacher, they reveal the Christian message not only by word but also by every gesture of their behaviour.”

*The Catholic School
Sacred Congregation for Catholic Education, no. 43*

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Purpose

The purpose of this guideline is to assist Principals, Pastors, Education Committees and Hiring sub-Committees in the screening, selection and hiring of teachers and support personnel within Catholic Independent Schools. It contains the recommended hiring practices, as well as the policies of the Catholic Independent Schools Vancouver Archdiocese (CISVA) that govern the overall hiring process. It is a supplement to Policy 306 Hiring Principals, Teachers, Education Assistants, School Psychologists and Support staff.

Education Committee members who are appointed to serve on the Hiring sub-Committee as well as Principals and Pastors should read this booklet carefully and familiarize themselves with the policies and procedures of CISVA and the Archdiocese. At all times, reference to specific Human Resources policies are taken from the CISVA Policy Manual available on the CISVA website.

Before you Start

You are strongly encouraged to refer to the CISVA Policy Manual available on the CISVA website that contains specific policies relating to the role and function of the Parish or Regional Education Committee in the overall hiring process, to specific human resource policies and other resources. These policies include among others:

Policy 110	Responsibilities of Education Committees
Policy 303	Criminal Records Review
Policy 304	Dismissal and non-Renewal of Teachers' and Principals' Contracts
Policy 306	Hiring Principals, Teachers, Education Assistants, School Psychologists and Support Staff
Policy 308	Job Descriptions: Principal and Vice-Principal
Policy 316	Employment Contracts
Policy 317	Teachers Changing Schools
Policy 323	Teacher Evaluations
Policy 324	Principal Evaluations

Questions? Further questions regarding the hiring process may be directed to: Associate Superintendent (Human Resources), Superintendent's Office, Catholic Independent Schools Vancouver Archdiocese, 4885 Saint John Paul II Way, Vancouver, BC, V5Z-0G3, (O) 604-683-9331, (E) info@cisva.bc.ca.

CISVA's Mission

- The Catholic School shares in the mission of the Church to proclaim and build the Kingdom of God.
- The Catholic School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential.
- The Catholic School strives to develop Christian leaders, responsible citizens and life-long learners.

Mission Based Hiring

CISVA schools have the privilege and the right to hire based on our Mission Statement. Hiring Committees should begin by reviewing the Mission Statement in order that it may guide the overall hiring process. The CISVA Mission Statement is available in the Policy Manual section of the CISVA website.

The Hiring Process: Teachers

Prospective Applicants: interested applicants wishing to teach in a CISVA school must first submit all required documentation to the Superintendent's Office and be interviewed by this Office before any approval can be given to apply for a specific teaching position at one of our schools. This interview is the first of three interviews that the candidate will undergo before an employment contract is offered. Each interview is designed to determine specific information about the prospective teacher applicant.

Interview 1 - by the Superintendent's Office

After the prospective applicant has submitted to the Superintendent's Office all appropriate and necessary documentation, including a current Pastor's letter, an interview is arranged with one of the Superintendents. This interview is to determine and verify the following:

- Teaching credentials and degrees
- Current pastoral reference attesting that the candidate is a practicing Catholic in good standing
- That the Catholic applicant understands the requirement of completing the "Foundations of the Faith" course within 3 years of being hired and is well aware of the contents of the contract including the Catholicity clause and its implications
- Related experience such as teaching, volunteering, parish involvement
- The requisite personal faith conviction to serve as a spiritual leader and faith role model for students and peers
- Knowledge and abilities of best practices in curriculum, teaching and assessment strategies, classroom management, etc.
- Commitment to be involved in extra-curricular activities at the school
- Whether the prospective applicant is willing to commute for a position
- If a candidate is not Catholic, a current pastoral reference from the minister of the church he or she attends

If after this interview process the applicant is approved, he or she is added to the "Available Teachers File". A profile of the applicant is then posted to the Administrators' mBoard for schools to see.

When a position opens at a school, the Principal will:

- Send the position to the Superintendent's Office to have posted on the CISVA website
- Review the mBoard prospective teacher applicant profiles
- Contact the Superintendent's Office with the criteria of the teacher that they are seeking to hire

The Superintendent's Office assists the Principal by providing further information in support of what's listed on the mBoard and/or provides a list of candidates that meet the school's requirements.

Interview 2 - by the Principal

From the list of approved candidates, the Principal contacts the prospective teacher applicants he or she assesses best fits the criteria of the school and position to arrange an interview. This interview takes place at the school and is meant to cover the following areas:

- How this candidate could support the mission of CISVA
- Discuss the attitudes and practice of the candidate as a Catholic educator
- Confirm teaching credentials and degrees (check the Teachers' Regulation Branch (TRB) to verify these credentials) and possible TRB disciplinary history
- Review of resume and, if presented, the applicant's portfolio
- Assess the applicant's ability to contribute to the School Growth Plan and how this person sees their role
- Verify skills, attitudes, previous experience, interests, etc.
- Assess the degree to which the candidate meets criteria of the available position
- Assess how this person will fit with the staff and the culture of the school
- Assess the applicant's level of extra-curricular activity skills and experience

Reference Checking: Checking references is a requirement of the hiring process and must not be overlooked. References should be contacted at this time to provide further insight into the prospective applicant's background. References obtained over the phone should be minuted and filed with the applicant's file. The record of the call should list the questions covered, responses and insights of the referee on the applicant, the relationship between the applicant and referee, the referee's insights into the candidate's strengths and areas for improvement and development.

Interview 3 - by the Hiring sub-Committee

Once the Principal interviews are complete, a short-list of candidates will be prepared. The Principal will make arrangements for these short-listed applicants to be interviewed by the Hiring sub-Committee (set up by the Education Committee and includes the Pastor, the Education Committee chairperson and one or more members of the Education Committee).

This interview takes place at the school. While much of the same information obtained during the interview with the Principal will be covered this interview provides the Hiring sub-Committee a chance to make their own assessment of the candidate's abilities and suitability for the position. It is recommended that the Hiring sub-Committee prepare for the interview by developing a set of criteria-based questions to ensure that all aspects are covered off in the interview and a scoring methodology developed to assist with the ranking of candidates. A useful place to start is reviewing the School's Growth Plan. Please see also the CISVA Teacher Interview Rubric Form (attached as Annex A of this Guide) as this provides a useful means of assessing each candidate.

This interview determines the following information:

- How the candidate support the mission of CISVA
- Assesses the attitude and practice of the candidate as a Catholic educator
- The candidate's fit with the school's philosophy, culture and staff
- Determines whether the candidate meets the criteria set for the position
- Assesses instructional abilities (planning, evaluation, assessment, teaching)

- Identifies other talents that can add to school community or its various extra-curricular activities

The Hiring sub-Committee should make a point of presenting their school in a positive and inviting manner. The applicant is usually being interviewed by several schools, and therefore has the final choice of which school they will ultimately sign a contract with. The quality of your welcome, the breadth of the questions asked, your passion for and commitment to Catholic education and overall thoroughness of preparation, all help to create a favourable impression that will help attract quality candidates.

Helpful Tips

- **The Hiring sub-Committee** should not be the entire Education Committee as this becomes too large a group to meaningfully interview the prospective applicant.
- **Decide who will lead the interview.** One person should be in charge of the interview so that everything flows smoothly, and everyone has a chance to speak and ask questions.
- **Decide who will ask what questions.** Each member of the committee should have a set series of questions agreed upon as a team.
- **Establish criteria for ranking.** A common evaluation ranking will facilitate the ability of the team to use data to make an informed decision. The CISVA Teacher Evaluation Rubric form included with this Guide is a good place to start.
- **Note** that some questions may not be asked of a candidate. It is critical therefore to consult the *Independent Schools Act* Section 1 and the *Human Rights in British Columbia* available on the Internet. (Note: The section on Religion does not apply).
- **Plan a format of the interview.** Have an opening and closing with a clear understanding of roles, time frames, sequence, tour of school, opportunity for applicant to ask questions, follow up procedures, etc. Opening and closing the interview with a prayer is important.
- **Inform the applicant of next steps in the process.** You should always close the interview by telling the applicant what will happen next, so that they are clear about their options. For example, “We will phone you within three days to let you know our decision” or, “We are not finished interviewing all the candidates, but we hope to finish next week, so we will call you no later than [date]”.

Selection Process

The Hiring sub-Committee meets to determine which of the short-listed applicants should be offered (or not) the position. Two scenarios could result from the interviews:

A). Successful Applicants

- I. A suitable candidate is found and is offered the position. In this case the applicant should be phoned as soon as possible and advised that an offer of employment will be made. A meeting should be set up to present the written contract in person.
 - a. If the applicant accepts the position, other applicants should be phoned immediately, and informed that the vacancy has been filled.
 - b. If the applicant refuses the position, the job offer can be made to the second place applicant, or the whole process may be started again if no other applicants are deemed suitable.

- II. None of the applicants are suitable. The whole process begins again with new applicants provided by the Superintendent's Office. This may be repeated until a suitable candidate is found.

Important Note: Past practice has shown that often prospective candidates are interviewing for multiple positions. Timely follow-up in offering the post is critical as the best candidate may have multiple offers to choose from.

B). Unsuccessful Applicants

Unsuccessful candidates will be contacted by the Chairperson of the Education Committee. They will be contacted in a professional and courteous manner as this is a direct reflection on the school, CISVA and wider Archdiocese. When contacting the unsuccessful applicant:

- Thank them for coming for the interview
- Inform them that the quality of candidates interviewed was high and the choice was difficult
- Inform them that the Education Committee has offered the position to another candidate. (Be prepared to answer the question "Why?" and "What could I have done to secure the position?" Offering a positive critique can be of great assistance to the person to help them in their wider job search. Be sure to provide only constructive criticism if asked.)
- Thank them for their professionalism and time for applying and going through the interview process
- Wish them success in their future career/job pursuits

Offering a Contract:

Three categories of hires are covered in this section including:

- New teachers (ie, new to teaching)
- Teachers new to CISVA
- CISVA Teachers changing schools

1. New Teachers

Successful applicants will be contacted by the Principal or the Chairperson of the Education Committee and advised of an offer of employment made with a request that the person come in to go over the offer in detail and where a written contract is provided. The Short-term contract is for a period of one-year and is available on the CISVA website.

In meeting with the successful applicant the Principal or the Chairperson of the Education Committee should outline the overall terms of employment, including, salary, vacation, benefits, duties and responsibilities and termination provisions. The applicant should be advised that s/he may seek legal counsel to ensure a full understanding of the contract, and requested to sign and return it within 48 hours if s/he finds it acceptable. Please note that the Short-term contract is a standard worded contract and cannot be modified.

It is important to point out that this contract is short-term for a period of one-year and not permanent. At the end of the first year, provided the teacher's performance is assessed to be

satisfactory, s/he may be offered a continuing contract. The contract must be offered and accepted by April 15th.

In certain situations, the Short-term contract may be renewed for another one-year term instead of the teacher being offered a continuing contract. The Superintendent's Office must be advised of these cases and a rationale provided at that time if a Short-term contract is extended for another year.

2. Teachers New to CISVA

Teachers who are new to CISVA or are transferring from another jurisdiction will be offered a Short-term one-year contract. The process for offering the contract will be the same as for new teachers.

3. Teachers Changing Schools within CISVA

Teachers wishing to change schools within CISVA must first be placed on the Approved List of Teachers Changing Schools and follow the process to do so as outlined in Policy 317 – Teachers Changing Schools. Teachers changing schools within CISVA will be offered a Continuing contract (if their previous contract was grandfathered. See Policy 316 – Employment Contracts) and benefits will continue without interruption. The process for offering the contract will be the same as for new teachers.

Contract Signing

At a mutually agreed upon time, the applicant is to meet with the Principal to return the signed contract. Employees must have a signed contract before beginning work. At this time, the Principal completes the following:

- Accepts the signed contract
- Obtains a signed Memorandum of Agreement for the Foundations of the Faith course (available on the CISVA mBoard)
- Completes the *Application for Group Benefit Coverage* as well as the *Application for Membership in Registered Pension Plan* (both documents are available on the CISVA website under Benefits/ Forms/ Enrolment)
- Completes Medical Services Plan Group Enrolment (available through the school)
- Completes the Local School Employee forms

Three copies of the contract should be signed (copy to Superintendent's Office, school, teacher).

Send employee-related documentation to: please send one copy of the signed original contract to the Associate Superintendent (Human Resources) in the Superintendent's Office, 4885 Saint John Paul II Way, Vancouver, BC, V5Z-0G3.

Send Benefits Administration Documentation to: please send the completed and signed copies of the *Application for Group Benefit Coverage* as well as the *Application for Membership in Registered Pension Plan* to the Benefits Office, 4885 Saint John Paul II Way, Vancouver, BC, V5Z-0G3.

If you are sending scanned copies they must be followed by the original signed document.

At this time, the Principal should also provide an orientation to this new staff member covering among other items the teacher's job description, extra-curricular responsibilities, teaching load, etc. The teacher should also be given a copy of the:

- School Policy Book
- Teacher Handbook including TRB standards
- School calendar
- Appropriate educational materials available at the school

Teacher Looking to Change Schools

Teachers are not placed in schools by the Superintendent's Office. Individual schools have the authority to hire their staff. There arises, however, instances where the Superintendent's Office will facilitate the movement of teachers from one CISVA school to another. In this way teachers can apply without having to resign from their current position. This process requires commitments from both the teacher and his/her current school.

Process

- A teacher wishing to change schools must complete the documents listed below and submit them to the Superintendent's Office by April 10th. The Associate Superintendent (Human Resources) approves teachers for the Transfer List. Required documents include:
 - "Application for Changing Schools" form
 - Pastor's letter (no older than one year)
 - Updated resume
 - Current Principal's reference letter
- The teacher then signs a "Letter of Intent for Teachers Who Wish to Apply for a Teaching Position in Another Catholic School in the Vancouver Archdiocese". This letter allows the teacher to be available to accept a teaching position in a CISVA school without resigning from their current position but requires the teacher to return to their original school if they do not secure a position in another CISVA school in the Vancouver Archdiocese by April 30th. The April 30th date is effective for any teacher wishing to change schools for the following school year
- Teachers on the Transfer List profiles will be posted to the mBoard for Administrators with details regarding grade level/subject area preferences as well as other pertinent information
- **Caution:** If a teacher who is not on the Transfer List contacts a school seeking a position, check with the Associate Superintendent (Human Resources). The fact that a teacher is already working for a Catholic school does not mean that they are eligible for re-hiring in another school.

Schools are required to:

- Offer the applicant teacher a Letter of Intent by April 15th.
- Keep the teacher's existing position open for him/her until April 30th.

Principals are required to:

- Seek approval of the Associate Superintendent (Human Resources) to interview the applicant teacher, if the name does not appear on the mBoard. This check must be done before the teacher is interviewed. (Often, a teacher intending to change schools may contact a principal directly – the fact that the teacher is already working for a Catholic school does not mean that they are eligible for re-hiring in another school).
- Contact the applicant's Principal for a reference.

The Hiring sub-Committee must:

- Follow all the hiring procedures as outlined in the Policy Manual and this document.

Teachers Who Have Resigned From a School

A teacher may opt to simply resign from a school, rather than use the "Process for Changing Schools", in which case he/she must provide 16 weeks' written notice of termination if they are on a Continuing Contract. If the person is on a grandfathered contract the Letter of intent process is to be followed and timelines apply. He/she is then free to apply to any other school within CISVA, without having to promise to return to his/her original school if a new position in another Catholic school is not secured.

Any school considering interviewing a teacher who has resigned must ensure that this teacher has been approved by the Associate Superintendent (Human Resources) prior to any interview (as having worked in a school does not mean that the teacher is approved to be re-hired by another school).

In such cases, the Principal must also contact the Principal where the applicant taught previously for a reference.

Letters of Intent for Returning Teachers

Teachers on a grandfathered contract (see Policy 316 – Employment Contracts) who intend on returning to their school must sign the form "Letter of Intent for Teachers who Wish to Return to Their Present School". This letter must be signed by April 15th. Teachers are not permitted to add conditions to this letter of intent, e.g., "... provided I get to teach the same course load as this year", etc.

Returning teachers on a grandfathered contract (see Policy 316 – Employment Contracts) should receive from their Education Committee a 'Letter of Intent for Education Committees' no later than April 15th (for returning Principals, the Education Committee should give the Principal the letter no later than March 1st). These Letters of Intent should be given unless the Education Committee has applied for and received permission from the Superintendent's Office to terminate or not renew the teacher.

After having received the Education Committee's Letter of Intent, the returning teacher/Principal on a grandfathered contract (see Policy 316 – Employment Contracts) completes the Letter of Intent, which must be given to the school no later than April 15th for teachers (or March 1st for Principals).

Signed copies of the Letters of Intent must be sent to the Superintendent's Office as soon as possible after March 1st for principals and after April 15th for teachers.

Education Assistants

Note: *the process described above does not apply when hiring Education Assistants. The Superintendent's Office does not coordinate these hirings. However, CISVA does require an approved Pastor's Letter before an individual is offered an Education Assistant's contract and a Criminal Records Check done before the individual is allowed to work with children.*

Annex A - CISVA Teacher Interview Rubric

This document has been prepared to assist PEC Hiring sub-Committees in their work of recruiting teachers. It provide a framework to assess each prospective candidate and provides for a ranking system to allow for easier

NAME: _____

Please, note strengths and areas of concern	Exceptional	Strong	Satisfactory	Needs Growth	Unsatisfactory
Teaching in the Spirit					
a. Understands the mission and vision of Catholic schools					
b. Commitment to personal faith formation					
c. Integration of faith into the curriculum					
d. Sacred time and space in class					
Planning, Assessment and Evaluation					
a. Knowledge of content					
b. Knowledge of pedagogy					
c. Differentiation					
d. Planning (toolbox)					
e. Learning Activities					
f. Assessment for learning					
Classroom Environment					
a. Interaction with students					
b. Climate of high expectations					
c. Management					
d. Organization: systems, resources					
Instruction					
a. Oral and written language					
b. Implementation of planning					
c. Active learning/student engaging					
d. Response to students					
e. Persistence to support success					
Professional Responsibilities					
a. Reflects on teaching practice					

b. Record keeping					
c. Communication					
d. Community support/participation					
e. Decision making/problem solving					