

PROCEDURE FOR HIRING OF TEACHERS

The principal will assume a key role in the staffing of the school.

- (1) School staff vacancies are bulletined by the River East Transcona School Division human resources department in consultation with the school principal for five working days.
- (2) Teacher applicants will submit a covering letter referencing the bulletin number, accompanied by a resume, including three professional references, to the human resources department, by the designated closing date.
- (3) The human resources department short lists the candidates based on qualifications, training, experience and previous interview information, if available.
- (4) The short listed applications are forwarded to the school for consideration.
- (5) The principal establishes the interview team (minimum of two people) that may include team leaders, central office staff, department heads or consultants.
- (6) Any member of the interview committee who may be in a conflict of interest due to a familial or close personal relationship must withdraw from the interview committee.
- (7) The interview process shall include an interview and the checking of the professional references for the recommended candidate.
- (8) At the conclusion of the interview process, the principal will make a recommendation to hire to the assistant superintendent of human resources.
- (9) After consultation with the assistant superintendent of human resources, the principal will inform the successful applicant. All other applicants who were interviewed will be informed by the principal that the position has been filled.
- (10) All information, applications and recommendations are to be returned to the human resources department.
- (11) All required documents and arrangements regarding the contract will be processed by the human resources department.

Effective Date: May 4, 2004

Review Date: September 11, 2018

Amended Date:

Board Motion(s): 292/04

Legal/Cross Reference:
