



## STAFFING PROTOCOL

March 13, 2015

In anticipation of vacancies occurring in public schools, the following procedures will apply to posting and filling of those positions established by the Superintendent pursuant to the Education Act.

This Protocol reflects the Department's commitment to increasing First Nations representation within Yukon's teachers.

### TEACHERS:

#### Guidelines

#### **Determination of Vacancies**

Prior to a school-based teaching position being posted the following placements will occur:

1. Teachers returning from leave or teachers returning from assignments to the Department of Education.
2. Priority Placements: Employer initiated transfers, including teachers being moved from schools due to declining enrolment. Teachers who are priority placed will maintain their current grouping (see filling vacancies).

#### Note 1

*Two indeterminate teachers in different schools may be considered for a mutual teacher initiated transfer provided that:*

1. *They are both suitably qualified for the respective positions*
2. *They both agree.*
3. *The receiving principals both agree.*
4. *Both Superintendents agree, if the transfer is between areas.*

*The transfer will be reviewed by March 31 of the first year and with agreement of all those above will be continued on an indefinite basis.*

## Filling of Vacancies

Candidates who are suitably qualified for the position advertised will be considered in this order:

- Group 1 Indeterminate teachers with three or more years of continuous service in the same school.
- Group 2 Yukon First Nations candidates, (other than those in an indeterminate position who will be either a priority 1 above or 3 below), and Temporary Teachers with three or more years of continuous service.
- Group 3 **Temporary and indeterminate teachers with a minimum of one school year of continuous service, worked in the preceding or current school year.**
- Group 4 All other applicants.

### Note 2

*Indeterminate teachers will not be considered for temporary positions unless there are exceptional circumstances which, at the discretion of the Superintendent, justify the reason for the transfer.*

***With Superintendent approval, indeterminate teachers who apply for a temporary position will be considered under the protocol where they would normally be grouped, without affecting their indeterminate status.***

***Without Superintendent approval, indeterminate teachers who apply for a temporary position will be considered in Group 3. If they accept a temporary position, they will not maintain indeterminate status and will become temporary teachers.***

### Note 3

*In order to promote continuity of instruction for students, a temporary teacher may have their appointment extended without the need for posting if the extension occurs within the school year.*

### Note 4

*If a candidate has accepted a position, authorization will be required from that hiring Principal before being considered on vacant positions posted after **June 15<sup>th</sup>**.*

### Note 5

**Temporary Teachers hired by September 30<sup>th</sup> for the full school year will be eligible for Group 3.**

**Temporary teachers that started the school year as a substitute teacher and continued in the same assignment for the full school year will also be eligible for Group 3.**

## Recruitment Procedures

1. The Superintendent shall review the staffing plan with the Principal and when approved will notify the Teacher Recruitment Coordinator.
2. In consultation with the Teacher Recruitment Coordinator, the area Superintendent will determine which positions are to be designated temporary and advertised as such.
3. The Teacher Recruitment Coordinator will implement the Recruitment procedure and ensure that the hire is within agreed to targets before advertising and that the recruitment process follows the protocol. The Coordinator will distribute applications to the Principal by group as noted above.
4. If there are applicants who meet the criteria of Group 1, Superintendent approval is required to move to Group 2.
5. The hiring board is responsible for short-listing and interviewing teaching candidates and will be comprised of at least two people. All members will participate in both short-listing and interviews and one member of the board will conduct all reference checks.
  - A minimum of two reference checks must be conducted on every new teacher candidate being considered for a teaching position. It is the responsibility of the hiring Principal to ensure reference checks are completed and that the mandatory questions are asked.
6. The hiring Principal will provide the Teacher Recruitment Coordinator with:
  - Conflict of Interest Form
  - Cover Letter and Resume Screening Forms
  - List of those interviewed and completed interview guides for all Board members
  - Completed Reference checks.
7. Usually, Offers of Employment will be made by the Teacher Recruitment Coordinator. The Coordinator is also responsible for completing the School-based Staff Appointment Form immediately upon receiving verbal acceptance of the offer.
8. The Teacher Recruitment Coordinator is also responsible for advising successful candidates, where applicable, of:
  - the requirement to undergo a security clearance;
  - the requirement for a Yukon Teaching Certificate;
  - the requirement for First Aid certification;
  - the requirement to participate in an orientation seminar; and
  - staff housing availability.

9. The Principal shall provide the successful candidate with general information concerning details of the teaching assignment, local amenities in the communities, and other pertinent information about the community and the teaching assignment.

### **Advertising**

1. Ordinarily, vacancies will be posted for at least five business days. (During the school-year business days will equate to instructional days related to the particular school.)
2. Postings may be advertised locally, in which case, interviewing and relocation expenses will not be available to applicants.
3. Postings may be advertised locally and nationally in which case interviewing and relocation expenses will be available to applicants.

### **ABORIGINAL LANGUAGE TEACHERS**

#### **Guidelines**

Candidates should have proficiency in the First Nation language of the traditional territory or the specific language offered in the school program.

Candidates for recruitment will be considered in the following order:

- a. Candidates who are employed in an Aboriginal language training position.
- b. Candidates who are enrolled with the Yukon Native Language Training Centre and are being trained in the First Nation language of the traditional territory or the specific language offered in the school program.
- c. All other candidates.

#### **Procedures**

1. The Principal is responsible for short-listing and interviewing of Aboriginal Language Teacher candidates. Preferably, a designate from First Nations Programs and Partnerships and the local First Nation will be invited to participate in the selection process.
2. A minimum of two reference checks must be conducted on every new candidate being considered for an Aboriginal Language Teacher position. It is the responsibility of the Principal to ensure reference checks are completed and that the mandatory questions are asked.
3. Offers of employment are to be made by the Principal. The Teacher Recruitment Coordinator is responsible for ensuring that the hire is within agreed to targets before an offer is made, and will complete the school-based staff appointment form immediately upon receiving verbal acceptance of the offer.

4. The Principal is responsible for advising successful candidates of the requirement to complete a Security Check with the RCMP.
5. The Principal is responsible for advising successful candidates that additional course work and training may be required.
6. The Principal shall provide the successful candidate general information concerning details of the assignment: local amenities in the communities, housing, and other pertinent information about the community and teaching assignment.

## **Advertising**

1. Ordinarily, vacancies will be posted for at least five business days. (During the school-year business days will equate to instructional days related to the particular school.)
2. Aboriginal Language Teacher positions may be advertised in the local community including First Nations, Yukon Government, the post office, and any available local employment office.