Policy

The Superintendent is responsible for the hiring of teachers. Catholic and non-Catholic candidates must commit and adhere to the Catholicity Clause included in the contract.

Procedures

1. **Letters of Intent:**
   1.1. By mid- February the teacher will return the "Teacher Staffing Information" form indicating either the intention to return to the school for the next year or not.

2. **Advertising Vacant Positions:**
   2.1. All vacancies will be posted:
      2.1.1. by the school in the parish bulletin, school newsletter and website and local papers
      2.1.2. by CISPG at www.cispg.ca, the diocesan weekly newsletter and other forms as determined by the Superintendent.
   2.2. All advertising will be approved by the Superintendent's office.

3. **Hiring Professional Staff:**
   3.1. Applicants will be screened by the superintendent and suitable candidates placed on an "approved for hiring" list which is shared with the principal, pastor and school council chair.
   3.2. The pastor, chairperson or designate of the local school council, and Principal, will conduct interviews. The Superintendent of Schools may also be part of the interview.
   3.3. For short term (less than a year) Teacher vacancies that arise during the school year, candidates express an interest and are appointed by the Superintendent in consultation with the pastor, principal and school council chairperson.

4. **Appointment to a Position:**
   4.1. Once a successful candidate has been identified, a formal offer is made by the Superintendent.
   4.2. The job offer will usually be made orally, and the individual given forty-eight hours to respond. In cases where the successful applicant cannot be reached in person or by telephone, a written offer will be made.
   4.3. The offering of the position may be delegated to the School Principal by the Superintendent.
   4.4. The successful candidate will be provided with a contract of employment prepared and signed by the Superintendent.
   4.5. The contract will be made in triplicate with a copy for the teacher, the school and CISPG office personnel file.
   4.6. Unsuccessful candidates will be notified by the principal once the appointment has been made.

Qualifications

1. **Professional:**
   1.1. The applicant must possess a valid teaching certificate in accordance with the regulations of the Ministry of Education and the Teacher Regulation Branch and have competency at the level and in the area of teaching for which he/she is being considered. Current certification by the BC Teacher Regulation Branch is a condition of employment including teachers holding an Independent Teaching Certificate.
   1.2. The Ministry may grant Letters of Permission in lieu of certification; however, annual application for such letters for the same candidate will not be sought unless bona fide advertisement of the position has been unsuccessful in attracting a qualified candidate. Such advertisements must appear locally for a minimum of two weeks. CISPG specific and general advertisements will be considered as part of this search.

2. **The role of catechist:**
   2.1. Demonstrate commitment and adherence of Catholic denominational standards.
   2.2. Demonstrate competence to teach the religious education program approved by the Bishop of Prince George.
   2.3. Be ready to upgrade or maintain a level of religious knowledge and understanding appropriate to a teacher in a Catholic school.
   2.4. Be able to integrate the faith into the entire curriculum.

3. **Other:**
   3.1. Be in good health, sufficient to perform his/her duties as required; and
   3.2. Provide a copy of a recent medical examination if required.
   3.3. Sign a criminal record review authorization form. The results must be received by the Superintendent prior to the teacher commencing work in the school. If the employee is a BC Certified Teacher the Criminal Record Search is completed by the Teacher Regulation Branch (TRB).
   3.4. Provide professional and pastoral references.

References:	***Date:*** August 2023
	Revisions: May 12, 2026