



Guiding Principles

The following guiding principles shall direct the recruitment and selection; assignment of professional staff with PRSD.

- Teachers and Principals are valued and respected in all actions and communications related to the posting, interview, selection, and assignment of professional staff with PRSD.
- Teachers are employees of PRSD. Teachers will be hired and assigned to respective schools in accordance to the Division's standard requirements.
- Teachers are selected according to teacher qualifications, experience, suitability, references, and their recent professional evaluations.
- Teachers are selected and assigned with the process of shared responsibility involving the Superintendent/CEO and/or Assistant Superintendent, Principal, and Director of Student Services.
- Approval of all recommendations for teacher employment is the responsibility of the Superintendent/CEO and all offers of employment with PRSD is the responsibility of the hiring principal.

Posting Process

Principals will forward their postings requests to the Human Resources Manager. The Superintendent/CEO is responsible for approving all postings and the approved postings are forwarded to the Human Resources Manager for processing.

All job opportunities will be advertised on Apply to Ed (www.applytoeducation.com) and posted on the PRSD website for at least one week, (5 working days).

Screening and Shortlisting

Principals are responsible for the screening of all applicants as per posted qualifications and experience. Principals will prepare a short-list of three candidates for interview and forward that list of candidates for review and approval by the Assistant Superintendent.

Interviews will be granted to internal candidates as per the Collective Agreement between PRSD and the Prairie Rose Teachers' Association of the Manitoba Teachers' Society.

- When a full time Teacher – General Contract position becomes vacant within the Division, a part-time teacher on a Teacher – General Contract who applies for the position shall be provided an interview for the position if he/she can demonstrate that he/she has the necessary education and qualifications.
- Teachers who have ten (10) or more years of service in the Division shall be granted an interview when applying for a posted position for which they are qualified.



Interview

Candidates will be interviewed by an administrative team in accordance with established procedures and chaired by the Principal. For all “permanent” positions, a member of the senior administration team (Superintendent/CEO, Assistant Superintendent, or Director of Student Services), shall be on the selection committee. The Human Resources Manager will participate at times.

The interview team is required to interview at least three (3) candidates per competition, which does not include declined interviews or interviews cancelled by the candidate.

In those cases where it is difficult to short-list three (3) qualified candidates, the Assistant Superintendent must approve the reduced short-list.

Interview questions will be based on the four domains of excellence in teaching as follow:

- Planning and Preparation
- Classroom Environment
- Instruction
- Professional Responsibilities

Criminal Record Check and Child Abuse Registry

Clear criminal record and abuse checks are required of all employees of the school division. Prior to an offer of employment the potential candidate needs to complete a Criminal Record/Vulnerable Sector Check and Child Abuse Registry Declaration of Candidates and Annually for Volunteers.

Committee Recommendation of Teacher Candidate

The principal shall complete the Division’s recommendation for employment package for the selected candidate and forward it to the Human Resources Manager.

The recommendation for employment package is to include:

- Recommendation to Hire/Assignment Change Form
- Reference Forms - Three (3) references for external candidates and one reference (1) for internal candidates
- Interview guides used by each interviewer for each candidate interviewed

Superintendent/CEO Approval of Recommendation for Employment

Approval of recommendation for employment is the responsibility of the Superintendent/CEO.

Superintendent/CEO approval of recommendations for employment will be processed as follows:

- Human Resources Manager reviews recommendation package and forwards it to Superintendent/CEO for review and approval.
- Superintendent/CEO will reviews the recommendation for employment package and either approves the recommendation for employment, requests further information regarding the recommendation for employment, or does not accept the recommendation for employment.



If the Superintendent/CEO does not accept a recommendation of employment, the Principal and Assistant Superintendent will be advised of the reasons and the Principal has the right to request a reconsideration meeting with the Superintendent/CEO and Assistant Superintendent. The Superintendent/CEO may reconsider his/her original decision after the meeting with the Principal and Assistant Superintendent.

Offer of Employment with PRSD

Once the recommendation for hire has been approved the Superintendent/CEO, the Human Resources Manager will send an email to the hiring principal advising he /she can offer employment to the recommended candidate. All official offers of employment for teachers will come from the hiring principal; he/she will contact the recommended candidate and offer the employment opportunity to the candidate.

Once the candidate's accepts the offer of employment from the hiring principal; he/she will notify (via email) the Superintendent/CEO, and Human Resources Manager that the candidate has accepted the verbal offer of employment.

Upon notification of the recommended candidate's acceptance of the offer of employment, the Principal shall notify the non-successful candidates that the competition has been completed and that position has been offered and accepted by another candidate.

Upon notification of the recommended candidate's acceptance of the offer of employment, the Human Resources Manager will ensure the Division's employment/contract package is completed and sent.