

Personnel and Employee Relations 7230 Instructional Staff: Recruiting and Employment	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The Education Act, 1995, Sec 198 The Teacher Certification and Classification Regulations, 1983 Saskatchewan Professional Teachers Regulatory Board (SPTTB) – A Guide to The Code of Professional Ethics and Standards of Practice Administrative Applications 7200 – Criminal Record / Vulnerable Sector Check 7260 – Exchange Teaching Policy 12 – Role of the Director
	Status:	Operational

Preamble

The Regina Catholic School Division (RCSD) recognizes the importance of recruiting in order to employ highly qualified teachers who will live, practice, and promote Gospel values and Catholic teachings.

Application

The recruitment and employment of instructional staff in the RCSD is based on the following criteria:

1. Professional Qualifications

Professionally qualified candidates shall:

- Provide a valid teaching certificate in accordance with *The Act* and *The Teacher Certification and Classification Regulations, 1983*, Saskatchewan Professional Teachers Regulatory Board (SPTTB)
- Provide proof of prior teaching with references and/or internship reports.
- Provide transcripts of post-secondary education.
- Indicate a readiness, as an ongoing practice, to develop professionally by participating in workshops, seminars, in-service sessions, and university classes.
- Demonstrate competency in the level or area of teaching.
- In situations where circumstances warrant, professional qualifications will be considered above all other criteria when resolving recruitment and employment needs.

2. Qualities of a Catholic Teacher

Candidates suitable for a teaching position in the RCSD shall:

- a. Display exemplary character, faithful fulfilment of religious obligations, and a willingness to carry on a religion program acceptable to the school division.
- b. Display a readiness, as an ongoing practice, to develop spiritually by participating in staff retreats and other faith development activities offered by the school division.
- c. Have completed or will complete within two (2) years of employment, two (2) university classes in Religious Education, Theology, Scripture, Christian Philosophy, Family Life with a Christian perspective, or the equivalent.
- d. Provide a statement indicating a personal philosophy of Catholic education.
- e. Submit a reference from a priest, elder, or parish administrator.

3. Health

Candidates suitable for a teaching position in the RCSD shall be in good health.

4. Criminal Record / Vulnerable Sector Check

Candidates suitable for a teaching position in the RCSD shall provide a criminal record / vulnerable sector check in accordance with *Administrative Application 7200 – Criminal Record /Vulnerable Sector Check*.

5. Pressing Necessity

Where, circumstances warrant, the Director may forego any of the above criteria in order to secure instructional services that meet specific needs of students or special assignments.

6. Exchange Programs

The Director may forego any of the above criteria in order to accommodate the employment of instructional staff involved with formal teacher exchange programs in compliance with *Administrative Application 7260 – Exchange Teaching*.