



Policy 6.01

Category: Personnel and Employee Relations

Recruitment and Selection of Personnel

BACKGROUND

“3.1 Our Vision

To promote the development of knowledge, skills, attitudes, and values that support 21st century citizenry and life-long learning within a holistic, personalized, integrated, flexible learning environment.

3.2 Our Mission

To foster the development of academic and personal skills through the provision of a personalized, integrated program so that each child or student may achieve success in the pursuit of personal and academic goals, strive for personal excellence, become engaged thinkers and ethical citizens with an entrepreneurial spirit, independent learners, and world citizens.”

CAPE charter

The CAPE Charter Board believes that the students’ pursuit of personal and academic excellence is fostered, supported, and encouraged by quality education through high-quality instructional programs. Furthermore, the CAPE Charter Board believes that quality education is directly related to the quality of the administrative staff appointed, and of the certificated and non-certificated staff recruited and retained.

The CAPE Charter Board believes that the employment of staff must serve the mutual interests of:

- *the CAPE students and their parents/guardians,
- *the CAPE staff,
- *the individual staff member,
- *the CAPE Charter Board,
- *the community, and
- *the legislative requirements.

POLICY STATEMENT

1. Given CAPE’s resources and needs, the CAPE Charter Board is committed to the employment of staff members who are the best qualified and most knowledgeable to meet the requirements of the position through a fair and equitable recruitment process. In addition, because of the unique nature of the CAPE program, staff members must demonstrate such traits as flexibility and divergent thinking, creativity and ingenuity, intuitiveness, empathy, and fairness. It is imperative that

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.01

Category: Personnel and Employee Relations

the staff works as a team to support the students and each other in the pursuit of academic and personal excellence.

DEFINITIONS

2. **Knowledge** - the fact or condition of knowing something with familiarity gained through experience or association.
3. **Skill** - an ability and capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carryout complex activities or job functions involving ideas (cognitive skills), things (technical skills), and/or people (interpersonal skills).
4. **Attitude** - a settled way of thinking or feeling about someone or something, typically one that is reflected in a person's behaviour.
5. **Values** - a person's principles or standards of behaviour; one's judgment of what is important in life.
6. **Citizenry** - all people living at a particular time and their obligations and responsibilities.
7. **Life-long learning** - ongoing, voluntary, and self-motivated" pursuit of knowledge for either personal or professional reasons.
8. **Holistic** - characterized by comprehension of the parts of something as intimately interconnected and explicable only by reference to the whole.
9. **Personalized learning** - instruction in which the pace of learning and the instructional approach are optimized for the needs of each learner.
10. **Integrated learning** - a learning theory describing a movement toward integrated lessons helping students make connections across curricula.
11. **Flexible learning - learning within an environment that is** easily modified to respond to altered circumstances or conditions.
12. **Excellence** - the quality of excelling, of being truly the best at something.
13. **Engaged thinker** - one who knows how to think critically and creatively, employs literacy and numeracy to construct and communicate meaning; and discover, develop and apply competencies across subject and discipline areas for learning.
14. **Ethical citizen** - one who builds relationships based on humility, fairness and open-mindedness; who demonstrates respect, empathy and compassion; and who through teamwork, collaboration and communication contributes fully to the community and the world.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.01

Category: Personnel and Employee Relations

15. **Entrepreneurial spirit** - a mindset. It's an attitude and approach to thinking that actively seeks out change, rather than waiting to adapt to change. It's a mindset that embraces critical questioning, innovation, service and continuous improvement.
16. **Independent learner** - an individual is able to think, act and pursue their own studies autonomously, without the same levels of support you receive from a teacher at school.
17. **World citizen** - someone who identifies with being part of an emerging world community and whose actions contribute to building this community's values and practices.

GUIDELINES

18. Employment of all staff shall be subject to obtaining and maintaining a satisfactory Police Information Check Certificate, including the Vulnerable Sector Check, and an Alberta Children Services' Intervention Record Check within two (2) months of the start of the first year of employment. Clear reports are a condition of employment.
19. The employee has the responsibility of informing the administration of convictions and/or pending charges not shown on these documents.
20. The Vulnerable Sector Check, and the Alberta Children Services' Intervention Record Check must be updated every three (3) years.
21. All certificated staff must possess a valid Alberta Education Teaching Certificate.
22. All certificated staff shall provide the CAPE Charter Board with a valid Alberta Teaching Certificate within five (5) months of the start of the first year of employment.
23. All certificated staff shall provide the CAPE Charter Board with an Alberta Education Teacher Certification Services statement (TQS) within five (5) months of the start of the first year of employment.
24. All certificated staff shall provide the CAPE Charter Board with letters of experience from previous employers within five (5) months of the start of the first year of employment.
25. The Alberta Education Teacher Certification Services (TQS) statements and the letters of experience will serve as the criteria for certificated staff salary grid placement.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.01

Category: Personnel and Employee Relations

26. All CAPE staff is to maintain immunizations up to date and receive flu vaccinations in the fall, unless one has valid reasons not to do so. The CAPE Charter Board is to facilitate this vaccination.
27. The CAPE Charter Board is responsible for initiating recruitment procedures as required, completing reference checks and short-listing candidates to be interviewed for all administrative positions. The CAPE Charter Board may request assistance from the Superintendent in selecting a Principal.
28. The Principal, is responsible for initiating recruitment procedures as required, completing reference checks and short-listing candidates to be interviewed for all certificated and non-certificated positions.
29. To assist in the selection process the Principal, may structure a selection committee consisting of one or more of the following, but not limited to:
 - (a) the Superintendent,
 - (b) the Principal,
 - (c) 1 Board Member,
 - (d) 1 School Council member, and
 - (e) 1 certificated staff member.
30. The CAPE Charter Board is responsible for making the final appointment decisions based upon:
 - 30.1 The CAPE Charter Board's selection committee's recommendations and rationale; or
 - 30.2 Brief summary of the qualifications and experience of all short-listed candidates; or
 - 30.3 Relevant information presented to the CAPE Charter Board by the Superintendent or Principal requested by the Board; or
 - 30.4 Other relevant information requested by the CAPE Charter Board.
31. The CAPE Charter Board will enter into a contractual agreement with the Staff Member as mandated by the School Act and other regulations.
32. All new contractual Agreements shall be either a Term Contract or a one (1) year Probationary Contract. Upon a successful one year employment period and two (2) successful evaluations (formative and summative), the contract becomes Continuous.
33. If the one year employment period or the two (2) successful evaluations are not successful, a new one (1) year probationary contract may be issued or the contract will not be renewed.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.01

Category: Personnel and Employee Relations

34. The basic minimum criteria to be considered in selecting certificated administrative staff are:
 - 34.1 Professional preparation and experience;
 - 34.2 Professional achievement and contribution including evidence of leadership ability;
 - 34.3 Verbal and written references;
 - 34.4 Commitment to CAPE's philosophy, vision, mission, and goals;
 - 34.5 Administrative abilities regarding decision-making, organizing, planning, communicating, coordinating, problem-solving, managing and evaluating;
 - 34.6 Human relations skills including the ability to develop positive relations with students, staff, parents, community, and others;
 - 34.7 Computer literacy;
 - 34.8 Excellent evaluation(s);
 - 34.9 Evidence of commitment to professional development in administration.
35. The basic minimum criteria to be considered in selecting certificated staff are:
 - 35.1 Professional preparation;
 - 35.2 Verbal and written references;
 - 35.3 Commitment to CAPE's philosophy, vision, mission, and goals;
 - 35.4 Abilities regarding decision-making, organizing, planning, communicating, coordinating, managing, and evaluating;
 - 35.5 Human relations skills including the ability to develop positive relations with students, staff, parents, community, and others; and
 - 35.6 Computer literacy; and
 - 35.7 Evidence of commitment to professional development.
36. The basic minimum criteria to be considered in selecting non-certificated staff are:
 - 36.1 Professional preparation;
 - 36.2 Verbal and written references;
 - 36.3 Commitment to CAPE's philosophy, vision, mission, and goals;
 - 36.4 Abilities regarding decision-making, organizing, communicating, coordinating, and managing;
 - 36.5 Human relations skills including the ability to develop positive relations with students, staff, parents, community, and others; and
 - 36.6 Computer literacy.
37. While employed at CAPE, all staff members must hold a valid First Aid/CPR certificate and WHMIS certificate. These certificates must be renewed every 3 years.

**CAPE-Centre for Academic and Personal Excellence
Policy Manual**

Policy 6.01

Category: Personnel and Employee Relations

38. The principal is responsible for ensuring that all employees hold or are provided with access to training to attain a valid First Aid/CPR certificate and a valid WHMIS certificate.
39. The CAPE Charter Board will financially support the initiatives stated in 18, 20, and 38.

References:

School Act

CAPE charter

Alberta Human Resources and Employment-Employment Standards

CAPE STAFF HANDBOOK

Charter Schools Teachers Code of Professional Conduct

ATA Teachers Code of Conduct

CAPE Code of Professional Conduct for Non-Certificated Staff

CAPE Code of Professional Conduct for Certificated Staff

Adopted: December 13, 1999

Motion: #

Revised: April 28, 2003

Motion: #

Revised: October 22, 2007

Motion: #2007-10-22-16

Revised: September 30, 2008

Motion: #2008-09-30-23

Reviewed: June 2011

Revised: August 27, 2013

Motion: #2013-8-27-18

Revised: August 27, 2014

Motion: #2014-8-27-7

Reviewed: September 2018