



AP 6.09

Category: Personnel and Employee Relations

Recruitment and Selection of Personnel

BACKGROUND & RATIONALE

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. CAPE's charter guides all policies, administrative procedures, and practices at CAPE. Staff members are expected to be knowledgeable and fluent in integration and personalization educational pedagogy. Because of the unique nature of the CAPE program and student body, staff members must demonstrate such traits as flexibility and divergent thinking, creativity and ingenuity, intuitiveness, empathy and fairness. It is imperative that staff members work as a team to support the students and each other in the pursuit of academic and personal excellence. Therefore, collaborative and cooperative teaching and learning must be integral to the work of all staff members.

DEFINITION

1. **Knowledge** - the fact or condition of knowing something with familiarity gained through experience or association.
2. **Skill** - an ability and capacity acquired 2 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).
3. **Attitude** - a settled way of thinking or feeling about someone or something, typically one that is reflected in a person's behaviour.
4. **Values** - a person's principles or standards of behaviour; one's judgment of what is important in life.
5. **Citizenry** - all people living at a particular time and their obligations and responsibilities.
6. **Life-long learning** - ongoing, voluntary, and self-motivated" pursuit of knowledge for either personal or professional reasons.
7. **Holistic** - characterized by comprehension of the parts of something as intimately interconnected and explicable only by reference to the whole.
8. **Personalized learning** - instruction in which the pace of learning and the instructional approach are optimized for the needs of each learner.
9. **Integrated learning** - a learning theory describing a movement toward integrated lessons helping students make connections across curricula.

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10. **Flexible learning - learning within an environment that is** easily modified to respond to altered circumstances or conditions.
11. **Excellence** - the quality of excelling, of being truly the best at something.
12. **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.
13. **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.
14. **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.
15. **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.
16. **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.

PROCEDURE

17. 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 and must be updated every three years.
18. The employee has the responsibility of informing the administration of convictions and/or pending charges not shown on these documents.
19. All certificated staff must possess a valid Alberta Education Teaching Certificate and must provide the Executive Assistant with this valid Alberta Teaching Certificate within 2 months of the start of the first year of employment.
20. All certificated staff shall provide the Executive Assistant with an Alberta Education Teacher Certification Services statement (TQS) within two (2) months of the start of the first year of employment.

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24. All certificated staff shall provide the Executive Assistant with Records of Employment (ROE) from previous employers within two (2) months of the start of the first year of employment.
25. The Alberta Education Teacher Certification Services (TQS) statements and the Records of Employment (ROE) will serve as the criteria for certificated staff salary grid placement.
26. The basic minimum criteria to be considered in selecting certificated administrative staff are:
 - 26.1 Teaching experience & successful evaluations;
 - 26.2 Leadership certification;
 - 26.3 Verbal and/or written references;
 - 26.4 Commitment to CAPE's philosophy, vision, mission, and goals;
 - 26.5 Administrative abilities regarding decision-making, organizing, planning, communicating, coordinating, problem-solving, managing and evaluating;
 - 26.6 Human relations skills including the ability to develop positive relations with students, staff, parents, community, and others;
 - 26.7 Computer literacy;
 - 26.8 Excellent evaluation(s);
 - 26.9 Evidence of commitment to professional development in administration.
27. The basic minimum criteria to be considered in selecting certificated staff are:
 - 27.1 Professional preparation (Alberta Bachelor of Education);
 - 27.2 Verbal and written references;
 - 27.3 Commitment to CAPE's philosophy, vision, mission, and goals;
 - 27.4 Abilities regarding decision-making, organizing, planning, communicating, coordinating, managing, and evaluating;
 - 27.5 Human relations skills including the ability to develop positive relations with students, staff, parents, community, and others; and
 - 27.6 Computer literacy; and
 - 27.7 Evidence of commitment to professional development.
28. The basic minimum criteria to be considered in selecting non-certificated staff are:
 - 28.1 Professional preparation (preferred);
 - 28.2 Verbal and written references;
 - 28.3 Commitment to CAPE's philosophy, vision, mission, and goals;
 - 28.4 Abilities regarding decision-making, organizing, communicating, coordinating, and managing;
 - 28.5 Human relations skills including the ability to develop positive relations with students, staff, parents, community, and others; and

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- 28.6 Computer literacy.
29. All new employees will be on a probationary contract for the first year of employment.
 30. The Principal is to carry out evaluations of each new employee in accordance with the Teacher Supervision & Evaluation guidelines in the *Education Act*, regulation and CAPE policy.
 31. The timeline for this evaluation process must be such as to follow due process and provide the employee with guidance and time to affect positive changes, if required.
 32. Upon principal recommendation, the employee will be offered (i) a continuous contract, (ii) another probationary contract or (iii) no contract.
 33. An employee may appeal the results of the evaluation to the Superintendent, in writing, requesting a review. The decision of the Superintendent is final.
 34. Employees have access to a benefit plan administered by the Secretary-Treasurer.
 35. Employees have access to leaves as specified in the contract and administered by the Superintendent. All requests for any leave must go to the Superintendent in writing as specified in the contract.
 36. It is strongly recommended that all CAPE staff 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 and support this vaccination.

References:

Education 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

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