



AP 4.03

Category: Business Administration

Hiring and Employment Protocols

BACKGROUND & RATIONALE

The effective conduct of the charter school business is supported by a strong efficient responsible hiring process that aligns with the *Education Act*, *FOIP*, *Canadian Charter of Rights and Freedoms*, the *Alberta Charter of Rights and Freedoms*, *Alberta Employment Standards Code*, and *CAPE Policies*.

DEFINITIONS

1. **Effective** - successful in producing a desired or intended result.
2. **Efficient** - capable of producing desired results with little or no waste.
3. **Responsible** - marked by or involving responsibility or accountability.

PROCEDURE

4. The Superintendent or delegate is responsible for initiating internal and external recruitment procedures as required, completing reference checks and short-listing candidates to be interviewed for all administrative positions.
5. The Superintendent is authorized to appoint principals, vice-principals, associate vice-principals, Director of Student Services, department leads or team leads, or as required for the operation of the school and the delivery of the CAPE program as defined in the CAPE charter.
6. The Superintendent may structure a selection committee consisting of one or more of the following, but not limited to:
 - (a) the Principal,
 - (b) a Board Member,
 - (c) a School Council member,
 - (d) a certificated staff member, and
 - (e) a non-certificated staff member.

The composition of the selection committee is dependant on the vacant position.

7. The Principal is responsible for initiating internal and external recruitment procedures as required, completing reference checks and short-listing candidates to be interviewed for all non-administrative certificated and non-certificated positions.

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8. The Principal may structure a selection committee consisting of one or more of the following, but not limited to:
 - (a) the Principal,
 - (b) a Board Member,
 - (c) a School Council member,
 - (d) a certificated staff member, and
 - (e) a non-certificated staff member.The composition of the selection committee is dependant on the vacant position.
9. The Principal is authorized to make final certificated and non-certificated staffing hiring decisions.
10. The Secretary-Treasurer or Executive Assistant is responsible for ensuring that all hired individuals comply with conditions of employment as stated in the *Education Act* and CAPE Board of Directors *Policy 6.01 Recruitment and Selection of Personnel*.
11. It is the responsibility of the employee to provide to the Secretary-Treasurer or Executive Assistant all required documentation.
12. The Secretary-Treasurer or Executive Assistant is responsible for maintaining electronic and hard copy staff files. These files, maintained primarily to provide individual records of service, must contain factual and comprehensive information related to employment and include the following, but are not limited to:
 - 10.1 Curriculum vitae: submitted to the Principal within the application process, it is expected that this document contain all contact information;
 - 10.2 Teacher Qualification Service statements: TQS to be submitted to the Secretary-Treasurer or Executive Assistant within one (1) month of the start date in the position;
 - 10.3 Verification of Teacher Experience statements (Records of Employment): are to be submitted to the Secretary-Treasurer or Executive Assistant within one (1) month of the start date in the position;
 - 10.4 First Aid Certificate: to be submitted to the Secretary-Treasurer or Executive Assistant within one (1) month of the start date in the position; if not available the appropriate arrangements must be made so that the employee may acquire such certificates as soon as possible;
 - 10.5 Police Information Check Certificate, including the Vulnerable Sector Check: to be submitted to the Secretary-Treasurer or Executive Assistant before the start of employment; clear reports are a condition of employment; must be updated every two years;

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- 10.6 Child Intervention Check: to be submitted to the Secretary-Treasurer or Executive Assistant before the start of employment; clear reports are a condition of employment; must be updated every two years;
- 10.7 Teacher Certificate: a copy of the certificate is to be submitted to the Secretary-Treasurer or Executive Assistant before the start date in the position;
- 10.8 Contract: The Secretary-Treasurer or Executive Assistant will write the contract of employment based on Superintendent directives indicating TQS and type of contract, a review of the Record of Employment, and determining placement on the salary grid. The Superintendent reviews and signs all contracts.
- 10.9 Schedule A: The Secretary-Treasurer will write and sign the Schedule A detailing remuneration based on 10.6.
- 10.7 Evaluations: carried out or overseen by the Principal, signed by the employee, the Principal and/or the Superintendent as per CAPE Board of Directors *Policy 6.01 Recruitment and Selection of Personnel*;
- 10.8 Disciplinary documents;
- 10.9 The TQS and Teacher Certificate are not required for non-certificated staff;
- 10.10 Resignation or termination letter.
- 11. Other personnel that may receive documentation must provide these to the Secretary-Treasurer or Executive Assistant immediately upon receipt.
- 12. Secretary-Treasurer or Executive Assistant is to provide all relevant information regarding benefits to the employee and facilitate the enrolment process.
- 13. The employee is required to keep all documents and personal information up to date.
- 14. Any issues, questions, or concerns regarding employment contracts, remuneration, grid placement, leaves, benefits are to be directed to the Secretary-Treasurer.
- 15. Any issues, questions, or concerns regarding teacher certification and Teacher Qualification Service statements (TQS) are to be directed to the Superintendent or Principal.
- 16. Any issues, questions, or concerns regarding Police Information Check, Child Intervention Check, First Aid Certificate, and Verification of Teacher Experience statements (Records of Employment) are to be directed to the Executive Assistant.
- 17. Certificated staff completing courses that affect the TQS are responsible for contacting the Teacher Qualification Services, provide the appropriate documentation, acquire an updated TQS statement and submit that to the

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- Secretary-Treasurer or Executive Assistant who will act accordingly to modify grid placement and remuneration, if applicable.
18. The Executive Assistant is responsible for keeping the Superintendent's staff list up to date so that the Superintendent can be in compliance with TWINS requirements and granting access to the Extranet.
 19. The Principal must keep the Superintendent informed at all times as to changes in staffing and request input, if appropriate.
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References:

Education Act

Policy 6.01 Recruitment and Selection of Personnel.

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: March 2025