

ADMINISTRATIVE REGULATION
5000
**RECRUITMENT &
SELECTION**
GOVERNANCE & OPERATIONS

Adopted: October 13, 2015
Revised: December 6, 2022
Review: 2027

Background/Purpose

To provide direction for implementation of Board Policy 5000 on the recruitment and selection of staff.

Guidelines

1. Recruitment
 - a. Recruitment during a given year will be coordinated by the Superintendent.
 - b. Aurora School will post all staff vacancies for a minimum of seven (7) calendar days.
 - i. Aurora School staff will be considered for posted vacancies, provided that a written application is submitted to the Principal or Superintendent, as applicable, prior to the closing date for competition.
 - c. Where Aurora School wishes to receive applications from external candidates, consideration may be given to advertising through appropriate, cost-effective mediums.
 - d. Advertisements for staff vacancies will be developed by the Principal or Superintendent, as applicable. Advertisements will contain relevant information on the position.
 - i. the nature of the staff vacancy
 - ii. key responsibilities and required qualifications
 - iii. advertisements will highlight the benefits of working at Aurora School and reference
 - iv. teaching philosophy
 - v. curriculum
 - vi. class size
 - vii. parental engagement
 - viii. discipline
 - ix. current (within six months) Police Check and Vulnerable Sector Check
 - x. valid teacher certification
 - e. Applications received for staff vacancies will be screened by the Superintendent and/or Principal(s), who will provide the Superintendent a short list of applicants, including resumes, cover letters, evaluations, and teaching certificates for all short-listed applicants. All short listed applicants will be approved by the Superintendent prior to the interview process.

2. Selection
 - a. School-Based Administration and/or the Superintendent will assess the suitability of applicants for staff vacancies. The Superintendent will be invited to all interviews.
 - b. Candidates will be assessed based on the following factors:
 - i. education
 - ii. experience
 - iii. knowledge
 - iv. skills/abilities
 - v. alignment with Aurora's charter documents and policies
 - c. Assessments will include the following:
 - i. structured interview(s)
 - ii. reference checks with supervisors and may include professional colleagues
 - iii. validation of formal qualifications
 - iv. criminal reference check and vulnerable sector check (6 months or less) provided by the applicant
 - v. where appropriate, in-class observation
 - d. The Principal and/or the Superintendent will develop detailed interview plans for all interviews:
 - i. outlining the questions that will be asked of each candidate
 - ii. setting the interview panel, which may include the Principal, Superintendent, other School-Based Administrators, and/or other relevant school personnel
 - iii. any necessary skills tests
 - e. The Principal and/or the Superintendent will maintain detailed summaries for each candidate assessed through the selection process, which may be shared with the Superintendent.
3. Offer of Employment for School-Based Positions
 - a. The Interview Panel will make a written recommendation for hire to the Superintendent of Aurora School. The Superintendent will inform the Secretary-Treasurer of the successful candidate, and the Secretary-Treasurer will draw up the terms of employment.
 - b. The Superintendent will be responsible for extending an offer of employment and may delegate contacting the candidate to the Interview Panel. Upon the candidate accepting the offer of employment, the Secretary-Treasurer will draw up the contract of employment and contact the candidate for signature.
 - c. For supply teacher positions, the Principal(s) are empowered to short-list, interview, and hire applicants without consultation with the Superintendent, so long as the Superintendent has approved hiring for those positions.
 - d. In the case of short-term leaves, the Principal may appoint a supply teacher upon approval from the Superintendent.
4. Unsuccessful Candidates

The Superintendent and/or School-Based Administration will ensure all applicants who are not successful are contacted to advise them the position has been filled.
5. Nepotism

In filling staff vacancies, preferential treatment will not be given to friends or relatives of employees. Individuals may not be employed in positions where they are subject to the direct or indirect influence of a family member. Family members are defined as spouse, common-law spouse, children, parent, grandparent, grandchildren, sibling, sibling-in-law, parent-in-law, children-in-law, aunt, uncle, niece, nephew, step-children, step-sibling, step-parent.

Accountability

Superintendent, School-Based Administration