

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Teacher Hiring Policy

SECTION/CODE:

Personnel A-1a

APPROVAL DATE:

March 3, 2025

SUPERSEDES:

March 8, 2021

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1. POLICY STATEMENT

The Protestant Separate School Board of the Town of Penetanguishene will ensure that the recruitment and hiring of teaching staff is made in accordance with PPM 165 and the Ontario Human Rights Code. When hiring teachers, it is the expectation that the principles mandated in Regulation 298, "Operation of Schools - General", R.R.O, 1990, including those related to providing the best possible education program for students and ensuring their safety and well-being, be the foundation used.

2. PURPOSE

To provide direction on teacher hiring which includes the following components:

- Qualifications and Merit
- Diversity, Equity, and Human Rights
- Employment Mobility
- Fairness and Transparency
- Monitoring and Evaluation

3. PRINCIPLES

- It is important that teachers' identity reflect those of the students in our system
- The entire hiring process is free of barriers and non-discriminatory practices to allow all candidates a fair opportunity
- Qualification requirements set out in Regulation 298, "Operation of Schools - General" must be adhered to when hiring teachers

- The following criteria is also considered as important when deciding on the suitability of a candidate:
Additional experiences, skills, backgrounds, and work experience
 - Individuals from under-represented groups
 - Individuals who can provide the best possible program through teaching commitment, experience, and suitability for a particular assignment

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4. PROCESS

4.1 Occasional Teachers

- The Board will post for Occasional Teachers a minimum of two (2) times a year through the Board website and various external job sites (i.e. Apply To Education, Indeed)
- The posting will include the job requirements and qualifications outlined in R.R.O. 1990, Regulation 298 (Operation of Schools - General), use unbiased and inclusive language, and state that accommodation needs for an interview will be respected
- Successful candidates will be placed on the Occasional Teacher roster maintained by the Board, herein referred to as the “roster”.
- The roster shall include the following information about each teacher:
 - The teacher’s name;
 - The day the teacher was most recently placed on the roster;
 - Summary of the teacher’s teaching experience; and
 - Lived experiences, skill sets, backgrounds and varied work experience
- The roster will be ranked based on the teacher's seniority as an Occasional Teacher. This will be used for the requirement listed in the “interview” section for Long-Term Occasional positions and Permanent positions.
- Where seniority is equal and selection of a candidate for interviews is required, order on the list shall be determined as follows:
 - Date of hire
 - The number of equivalent full days teaching in the Board;
 - The number of years of experience teaching

4.2 Long-Term Occasional Teacher

- The Board will maintain a Long-Term Occasional List, herein referred to as the “LTO list”
- An Occasional Teacher may apply to the Board to be placed on the LTO list if:
 - The teacher is currently on the Board’s roster; and
 - The teacher has taught as an Occasional Teacher for at least 10 full days during a period that is within five years immediately preceding the day the application is submitted.

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- An interview is not a requirement for placement on the LTO list
- A relocating teacher who was a permanent teacher in another publicly-funded school board in Ontario within the last calendar year may apply to be placed on the LTO list. The relocating teacher would also be placed on the Occasional Teacher roster.
- The LTO List will be ranked based on the teacher's seniority as an occasional teacher. This will be used for the requirement listed in the "Interview" section for Long-Term Occasional positions and Permanent positions.
- Where seniority is equal and selection of a candidate for interviews is required, order on the list shall be determined as follows:
 - Date of hire
 - The number of equivalent full days teaching in the Board;
 - The number of years of experience teaching

4.3 *Posting of LTO Assignments*

- All known Long-Term Occasional positions (15 school days or longer) will be posted on the Board website and, if required, on an external job site.
- Any Occasional job that lasts 10 days or more will be posted to be filled as a Long-Term Occasional position for the duration of the absence.
- The posting will include the job requirements and qualifications outlined in R.R.O. 1990, Regulation 298 (Operation of Schools - General), use unbiased and inclusive language, state that accommodation needs for an interview will be respected, and the effective date and the duration of the assignment, if known.
- The Board will post every Long-Term Occasional position for a minimum of 5 business days before the position is to be filled.

4.4 *Posting of Permanent Assignments*

- All permanent positions will be posted on the Board website and, if required, on an external job site
- The posting will include the job requirements and qualifications outlined in R.R.O. 1990, Regulation 298 (Operation of Schools - General), use unbiased and inclusive language, state that accommodation needs for an interview will be respected, the job title, the effective date, and whether or not the position is part-time or full time
- The Board will post every Permanent position for a minimum of 5 business days before the position is to be permanently filled.

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4.5 Candidate Selection and Interviews

- Any teacher with the Board who has been declared surplus will be offered an interview for a Long-Term Occasional position
- The Board will interview a maximum of 5 candidates who have met the required qualifications in the posting. Of those candidates, one must be a teacher who has the most seniority on the Board's LTO list who has applied to the position.
- Additional candidates that may be considered for an interview who have met the required qualifications in the posting should be based on diversity and equity, merit and additional qualifications and experience, and early-career educators.
- A Long-Term Occasional Teacher will be permitted to apply to a permanent position and, if successful, will be permitted to vacate the LTO position.
Teachers will be informed what method of interview process will occur prior to the interview.
- All teachers applying for an LTO or permanent position will go through the same interview and assessment process, while taking into account accommodation requirements.
- Individuals selected to participate at this stage will be notified that accommodations are available upon request in relation to the materials or processes to be used.
- If requested, board staff will consult with the applicant and provide or arrange for the provisions of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.
- Successful candidates will be made aware of all policies related to accommodating employees with disabilities.

4.6 Unsuccessful Candidates

- Following an interview, if a teacher is not placed on the LTO list or appointed or assigned to a LTO assignment or permanent position, the teacher is entitled to meet with a person on the panel or the panel (if possible) that conducted the interview to discuss:
 - Their performance during the interview;
 - Measures that the teacher would take to enhance their professional qualifications; and
 - Other ways to improve their chances of being successful in a similar interview in the future.

4.7 Conflict of Interest

- No employee of the Board shall participate in, or influence the outcome of, the hiring of a person with whom the employee has a relationship

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- A “relationship” means any relationship of the employee to persons of:
 - Their family whether related by blood, adoption, marriage, or common-law relationship
 - An intimate and/or financial nature during the preceding five years; or
 - Past or present private interests in connection with a candidate or applicant where their involvement in the hiring process could conflict with their duties.
- Where the person with whom the employee has the relationship is one of multiple applicants or candidates, the employee shall not participate in, or influence the outcome of, any aspect of that hiring process.
- Upon becoming aware of a conflict of interest, an employee shall immediately disclose the nature and extent of the conflict to their supervisor.
- If the supervisor determines a conflict exists, the supervisor shall assign the responsibility to another person who does not have a conflict of interest, and shall give any further direction to the employees that the supervisor considers necessary to protect the integrity of the hiring process.