

Reviewed: September 2025

Background

The Board's [Compensation and Benefits for Non-teaching Staff Policy](#) delegates to the Superintendent the responsibility for employing a highly competent staff. Specifically, the policy states the Superintendent will strive to ensure "Parents and stakeholders find the staff of Christ The Redeemer (CTR Catholic) Catholic School Division to be highly skilled, of high moral character, and committed to the goals of the Division."

One of the main goals of CTR Catholic is articulated in CTR Catholic's mission statement: "We will deliver an authentic Catholic learning experience by creating a foundation of faith and knowledge in a warm, caring environment to guide all students to appreciate the goodness of all creation and to meet the challenges of life with hope and confidence". CTR Catholic's vision statement also clearly outlines one of the primary goals of CTR Catholic: "The Truth of Christ and Knowledge of God's Creation will be experienced by and manifest in the students, staff, parents, and supporters of our Catholic School Community."

Part 7 of the Alberta Education Act outlines legislated guidelines regarding the hiring of teaching and non-teaching staff.

Alberta Employment Standards, Human Rights, Citizenship and Multiculturalism Act, and other Alberta laws and regulations provide direction with respect to the development of hiring procedures that are legal, moral, and just.

Guiding Principles: When filling job vacancies staff shall be guided by the following principles:

- To meet CTR Catholic's Vision we must attract and retain outstanding employees.
- To meet CTR Catholic's Vision we must, where possible, attract and retain excellent, faith-filled teachers and student support staff.
- To provide CTR Catholic employees with desired career growth opportunities, transfer procedures and job postings will be utilized.
- While internal applicants, and specifically internal applicants with seniority, will be carefully considered, final hiring decisions shall be based on, but not limited to, the following; education and other learning and growth experiences, past performance, recommendations of previous supervisors, "fit" with the position requirements and staff members, future potential, and the need to introduce new and differing ideas, practices, and experiences.
- The dignity of the individual applicants shall be respected.

Teachers offer direct instruction to students. Educational assistants, under the direction of the teacher, offer direct instruction/support to students.

Procedures

1. Identifying Positions: The principal or supervisor of the department will inform the Human Resources Department of any vacancies that are available in their school or department. Prior to any position being advertised or filled, the position must be approved by the Superintendent or designate.
 - 1.1 If the position is a replacement position, the principal or supervisor will discuss the approval procedure with the Superintendent in charge of Human Resources.
 - 1.2 If the position is a new position the principal or supervisor must first get financial approval from the Superintendent before the vacancy is forwarded to the Human Resources Department.

2. Factors to Consider: The following factors are to be considered when hiring teachers:
 - 2.1 Candidates should be practicing Catholics who can serve as strong faith role models for their students.
 - 2.2 Candidates must possess strong knowledge about the teachings of the Catholic Church and/or demonstrate commitment to furthering their understanding of the teachings of the Church with a view toward sharing these teachings with their students at an age-appropriate level.
 - 2.3 Candidates must be highly qualified and be able to provide a variety of references.
 - 2.3.1 Candidates must provide a reference from their parish priest.
 - 2.3.2 Candidates must provide a criminal record and vulnerable sector check.
 - 2.3.3 Candidates must be able to provide references from previous employers and/or educational institutions.
 - 2.4 Candidates must be able to commit to and live up to Board Policy #15, Expectations of Teachers.
 - 2.5 When a suitable Catholic candidate cannot be found, CTR Catholic will consider hiring a non-Catholic candidate, with the following guidelines:
 - 2.5.1 Preference will always be given to practicing Catholic candidates.
 - 2.5.2 If a suitable Catholic candidate cannot be found, all non-Catholic candidates must be able to demonstrate a willingness to fully support the Mission, Vision, and Fundamental Beliefs of our Catholic School Division, especially those areas regarding the faith formation of our students.
 - 2.5.3 Non-Catholic candidates must be able to demonstrate a respectful and sympathetic sensitivity to the Catholic beliefs and practices of the students in the school.

3. The following factors are to be considered when hiring support staff:
 - 3.1 Candidates must be highly qualified and be able to provide a variety of references.
 - 3.1.1 Candidates must be able to provide references from previous employers and/or educational institutions and must provide a criminal record and vulnerable sector check.
 - 3.1.2 Non-Catholic candidates must be able to demonstrate a respectful and sympathetic sensitivity to the Catholic beliefs and practices of the students and staff in the school.

4. Internal transfers: All present continuous contract CTR staff (teachers and support staff), who have served two or more years of employment in their present position, and are interested in changing positions for the following year should:
 - 4.1 Complete the Transfer Request Form on Atrieve, expressing their desire to be considered for positions at other schools, school communities, or job locations.
 - 4.2 The Transfer Request Form must be submitted between December 1st and January 31st of each school year.
 - 4.3 Transfer requests will be submitted by email to the Director of Human Resources from staff members whose circumstances have changed and were unable to submit by January 31st.

Please note, that applying after the January 31st deadline may significantly reduce transfer opportunities for candidates, as transfers will begin in early February.

- 4.4 The Transfer Request Form should state the specifics (school, community, assignment, etc.) of their desired change.
5. Prospective Internal Transfer Employees: When a vacancy is confirmed, the Human Resources Department will engage in the following procedure to fill the position:
 - 5.1 Review the list of continuous contract employees (teachers and support staff) who have requested a desired change through a Transfer Request Form and determine if there are suitable candidates to be interviewed by the principal or supervisor. It is the responsibility of the Human Resources Department to ensure that all candidates who have expressed a desired change through a Transfer Request Form are considered for appropriate positions, based on their interests and background.
 - 5.2 The Human Resources Department will inform all prospective internal transfer employees when a position becomes vacant which matches their desired position and will confirm their interest in having their name placed on an interview list.
 - 5.3 The Human Resources Department shall arrange interviews for all suitable prospective internal transfer candidates.
 - 5.4 The principal or supervisor will have the ultimate decision in the hiring of staff and may choose not to hire a prospective internal transfer employee and alternatively, consider other candidates. If a position is not filled by a prospective internal transfer candidate, then the position will be posted in accordance with Clause 6 below.
 - 5.5 In order to protect staff planning at each school or job location, transfers of continuous contract staff should not occur later than one week after May 31st of the year.
 - 5.6 Exceptions to the internal transfer process will be made to accommodate divisional needs that benefit the students and staff of CTR Catholic as a whole, considering factors such as unique subject areas, grade levels, teacher expertise, timing, long-term planning, recruiting logistics, budget and enrollment variables, or unforeseen circumstances. These exceptions will be rare, made at the discretion of the Superintendent or their designate, and will aim to mitigate disruption to schools.
6. Position Posting: Positions that cannot be filled by internal transfers will be posted in a manner that allows all non-permanent contract holders in CTR Catholic staff to be aware of the opening (division email and the intranet), and then externally, if necessary (job fairs, review of online applicants, online posting, other advertising, and other methods of recruiting staff), in a manner that results in an outstanding pool of applicants.
 - 6.1 Job vacancies shall be internally posted for a period of a minimum 7 days giving existing CTR Catholic staff who are on probationary, interim, or temporary contracts the first opportunity to apply for vacant positions.
 - 6.2 In cases where an internal candidate (at the school or job location) has been identified as an excellent fit for a vacant position, the internal posting shall note “internal candidate identified”. All interested internal candidates should still apply for the vacant position.
 - 6.3 Following the 7-day internal posting period vacant positions shall be posted externally when warranted.
 - 6.4 Vacant positions may, in some cases, be posted both internally and externally at the same time. However, no hiring decision shall be made until the end of the 7-day internal posting period.
7. Internal Applicants: CTR Catholic desires a strong synergistic educational community of committed staff members. At the same time, each school community needs to develop a strong culture operating in

alignment with our Vision, Mission, and Fundamental Beliefs. Therefore, CTR Catholic's current employees shall be eligible to apply for job vacancies based on the following:

7.1 Teachers:

7.1.1 who have completed 2 years in their current school, and hold a continuous contract, may apply for a position in another school.

7.1.2 who are applying for a "promotion" (an administrative or an administrative lateral move, consultant, or team leader position) can apply following the completion of 1 year of service.

7.1.3 who are applying for an opening in their same school can apply following the completion of 1 year of service.

7.1.4 who are on probationary, interim, or temporary contracts are eligible to apply.

7.2 Support Staff:

7.2.1 who have completed 1 year of service in their position may apply for any openings.

7.2.2 who are offered and accept a new position are essentially resigning their existing position.

8.0 This Administrative Procedure will be reviewed regularly to respond to changes in recruitment and employment trends.