

Section:	<b>Human Resources</b>
Policy:	<b>4.01</b>
Revised:	
Approval:	

## 4.01 Hiring Policy

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### 1. Rationale

The most critical component of any school is its teaching staff. Teachers are responsible to provide not only an excellent academic program but also model a Christian lifestyle through their speech and behaviour. Their influence on the lives of students in the school is second only to that of their parents. The provision of the highest quality personnel is therefore paramount in order to accomplish the mission of the school.

### 2. Policy

- 2.1. The Principal will evaluate the staffing needs for the upcoming year after consideration of the numbers of returning staff and any changes in enrollment and make a recommendation to the Board.
- 2.2. The Board, after considering the recommendations of the Principal, will determine what positions will need to be filled.
- 2.3. The Principal is responsible for searching out and processing all appropriate candidates. This may include making the needs known to present staff members, advertising in Christian and secular publications, and contacting Bible College and Seminaries to ensure that the best candidates are obtained.
- 2.4. The Principal will evaluate all applications and arrange to personally interview the most likely candidates. He will also obtain one personal reference by phone or in person before recommending a teacher to the Board for an interview.
- 2.5. The Board in consultation with the Principal will make all decisions regarding the selection of teachers. The Board (or committee of the Board) will personally interview all teacher candidates.
- 2.6. The Board will make inquiry with the appropriate authorities about any prior criminal record within one month of signing a contract. Teachers will be informed that their contract will be terminated should the background check indicate that they have misled the Board.
- 2.7. In order to be appointed to the faculty a candidate must:

- 2.7.1. Be a born-again Christian who wholeheartedly and without reservation endorses the Statement of Faith.
- 2.7.2. Agree with and support the philosophy and objectives of the School.
- 2.7.3. Hold or be eligible for a valid BC Teaching Certificate or BC Independent School Certificate.
- 2.7.4. Be committed to integrating Biblical truth into every aspect of the life of the School.
- 2.7.5. Be committed to personal growth and development spiritually and academically.
- 2.7.6. Be committed to the principles of Body Life that includes mutual respect, encouragement, trust, and faithfulness.
- 2.7.7. Be committed to supporting the God-ordained authorities that exist in the school: Board and Principal.
- 2.7.8. Be committed to following the principles of Matthew 18.
- 2.7.9. Be committed to excel in personal self-discipline, leadership and overall maturity.
- 2.8. All teachers shall work on an annual term contract basis until they become eligible for a continuing contract.
- 2.9. Hiring for the new school year will begin in March.
- 2.10. Successful candidates will be notified of acceptance and their appointment to a position will be confirmed as early as possible.
- 2.11. The Principal will maintain a file for each teacher which will contain:
  - 2.11.1. A clear statement of their conversion to Christ
  - 2.11.2. A clear statement of their philosophy of education.
  - 2.11.3. Resume
  - 2.11.4. Photocopy of most up-to-date teaching certificate
  - 2.11.5. Letters of reference.
  - 2.11.6. Classroom Visit Reports.
  - 2.11.7. T.D.1 Form.
  - 2.11.8. Teacher contract.
  - 2.11.9. Proof of Criminal Record Check
  - 2.11.10. Letter of reference from the pastor of the church he or she attends
  - 2.11.11. University or College transcripts
  - 2.11.12. Verification of teaching experience if any
  - 2.11.13. Proof of certification/membership from the Teacher Regulation Branch of the Ministry of Education

### **3. Continuing Contract**

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- 3.1. Once a teacher has completed three calendar years at KCA they will be offered a continuing contract, at an FTE that corresponds to their contract history, or at an FTE mutually agreeable between the teacher, principal, and Board.
- 3.2. Offering of the contract is contingent on the teacher not receiving a letter of discipline or reprimand during the three years leading up to the continuing contract eligibility date.
- 3.3. If a teacher who has a continuing contract receives a letter of discipline or reprimand the continuing contract will be terminated at the end of that school

year. A new continuing contract may be issued at the discretion of the Principal and Board once the teacher has completed three calendar years without receiving further written disciplinary action.

- 3.4. A continuing contract is subject to all discipline, suspension, dismissal, layoff, and recall policies as outlined in the Kootenay Christian Academy Policy Manual.
- 3.5. Years teaching under a "Letter of Permission" may not be counted towards regularization (a continuing contract).