

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Recruitment, Selection and Hiring of Teachers in the Youth Sector</h2>	
	<p>Department responsible: Human Resources Effective date: October 29, 2015 Amended: December 8, 2017 and September 14, 2023 Approved by: Resolution # EC 2015-427, 2017-525 and 2023-460</p>	
	<p>References:</p>	<ul style="list-style-type: none"> ▪ Teachers' collective agreement
	<p><i>Other Policies</i></p>	<ul style="list-style-type: none"> ▪ Code of Ethics & Professional Conduct/ Employees (ADM-13) ▪ Code of Ethics & Professional Conduct/ Elected Members (By-law #6) ▪ Transfers of Teachers (HR-01)

The Cree School Board is committed to recruiting and selecting the best candidates to ensure the provision of a quality education and learning environment for its students. This Policy outlines the principles applicable to recruitment, selection and hiring of teachers within the Cree School Board and is meant to ensure fair, transparent, efficient and cost-effective recruitment, selection and hiring practices.

1) General Provisions

Application.

1.1. This Policy applies to teachers in the youth sector, whether the positions are full-time, part-time, temporary or replacement as per the definitions in the collective agreement.

Definitions

1.2. For the purposes of this Policy, the following words or expressions mean:

- a) **CEA:** Community Education Administrator;
- b) **CV:** Curriculum vitae;
- c) **Finance:** Department of Finance and Administrative Services of the Board;
- d) **HR:** Department of Human Resources of the Board;
- e) **Principal :** the school Principal or his delegate;
- f) **School Organization:** list of teachers with the student/teacher ratio by level included in the School Improvement Plan;
- g) **TCA:** Teachers' collective agreement.

Identification of the needs

2) Planning

[Source](#)

2.1. The evaluation and planning of the number of teachers required in each school for a given year are mainly based on:

- a) the actual number of students registered as of September 30th of the current school year;
- b) any other relevant consideration that might have an impact on the school population;
- c) for Preschool 4, the population list obtained from the Band and the actual registration.

The accuracy of the declaration of attendance is fundamental in determining the School Organization of each school. Each year, a schedule of the Declaration Procedure and a time line to be followed are sent to every school.

The Principal ensures that the September 30th declaration is submitted to School Operations before October 10th.

[Leave of absence, resignation, etc.](#)

2.2. Before February 1st, a teacher shall submit his request for leave of absence, transfer, resignation or intent to retire. The Principal ensures that the memo sent by HR reminding the teachers of this deadline is posted.

3) School Organization

[School organization](#)

3.1. By using the template provided by the office of School Operations in January of each year, the Principal establishes his School Organization for the coming year. The completed School Organization is submitted to School Operations with a copy to HR before March 1st unless otherwise determined by School Operations. (See **Appendix A - Sample / School Organization**).

[consultation](#)

The Principal shall consult the School Council before making a decision on the School Organization.

TCA: 4-2.07

[School Committee](#)

3.2. The Principal shall inform the School Committee of the School Organization before its submission to School Operations.

[Regrouping Plan](#)

3.3. The Regrouping Plan, listing teachers by sector and field, must be submitted by the Principal on the template provided by HR and according to the deadline set by the latter.

[Allocation](#)

3.4. Based on the information provided to Finance by the ministère de l'Éducation du Québec (MEQ), School Operations in collaboration with the Director of Finance will have the Teachers Allocation Plan approved by the Council of Commissioners, usually at the beginning of March.

[Update](#)

3.5. The Principal is informed by School Operations of the approved Teachers Allocation Plan and if need be, the Principal makes the appropriate modifications and sends the amended version to School Operations.

Recruitment and Selection

4) Principle

[Principle](#)

4.1. In choosing which teachers it assigns to its schools, the Board shall take into account the qualifications, experience, competence, specific needs of the position(s) to be filled as well as the recommendations of the school committees, preferences of the teachers and their assignments during previous years.

TCA:5-4.04

5) Internal Recruitment

[Regular position](#)

5.1. If there are still regular teaching positions to be filled once the assignment process¹ for the next school year is completed, the Board shall proceed as follows before any external recruitment is made:

- a) appoint a JBNQA beneficiary who is legally qualified and meets the requirements;
- b) recall the teacher whom it placed on availability if the teacher is still in its employ;
- c) appoint a regular full-time employee already in its employ provided the employee has completed at least 2 years of continuous service;
- d) recall the teacher non reengaged because of surplus of personnel under clause 5-3.21 of the TCA.

[regular full-time position](#)

Failing to engage a full-time teacher under the above order, the Board shall then proceed in the following order:

- e) offer the full-time contract to legally qualified teachers who had during the current school year a contract as a part-time teacher or a replacement teacher in the same locality as the position to be filled;
- f) offer the full-time contract to legally qualified teachers who had during the current school year a part-time contract or to replacement teachers in the other localities.

[replacement and part-time position](#)

When the Board must hire a replacement teacher or part-time teacher, it shall offer the contract to the teacher who has the most seniority in the field of teaching of the appropriate sector of the locality, provided he meets the specific requirements of the position to be filled. See the particularities of clause 5-1.08 of the collective agreement.

TCA: Chapter 5-0.00

¹ Including transfers from one school to another.

6) External Recruitment²

[Pre-screening](#) **6.1.** If after having proceeded with the internal recruitment as defined in section 5 there are still vacant positions to be filled, the Board shall proceed to external recruitment. All external candidacies are first assessed by HR and the office of School Operations. When a CV is received locally, a copy must immediately be sent to HR. Only candidates assessed by HR and School Operations may be contacted for interviews.

[acknowledgment letter](#) A standard acknowledgment letter is sent by HR to all candidates who have submitted their candidacy.

[Application & CV](#) **6.2.** To be considered as a candidate, an applicant must fill the Application Form and send it to HR along with his CV. The candidate must notably:

- a) indicate the degrees, certificates and diplomas as well as the experience which he claims to have and undertake to provide proof thereof to the Board when the latter so requests in order to decide to offer him employment;
- b) give all the information required by the Board and undertake to provide proof thereof when the latter so requests in order to decide to offer him employment;
- c) declare if he received severance pay in the education sector within the last 12 months; in such a case, he must repay it as a condition for his engagement;
- d) provide required information about criminal background.

TCA: 5-1.15

[Bank](#) **6.3.** HR ensure that the bank of CVs is kept up to date and will therefore keep the CVs active only for one year after they are received.

[Choice of the applicant](#) **6.4.** The choice of a specific community expressed by the applicant will, as much as possible, be respected based on the interest of the community itself for the said candidate.

[Criminal background check](#) **6.5.** A criminal background check must be done before any interview is conducted by the Board. The candidate may also provide a criminal background check issued within the last 3 months.

[Foreign candidate / work permit](#) **6.6.** Should a candidate need to obtain a work permit, certificate, etc. in order to be hired, any request, administrative steps, or paperwork required from the employer may only be handled and processed by HR. Under no circumstance should a manager sign a request or a form regarding the obtention of a permit, residency, etc.

² This process may differ in communities where the program "Candidature" is implemented

A) Recruitment during the School Year (punctual needs)

[Candidates/
during the
school year](#)

6.7. When external recruitment is necessary during the school year, the Principal informs HR in order to obtain CVs. HR sends CVs to each community according to the needs and profile required (usually 3 CVs per position to be filled).

The CVs shall not be transmitted to more than one school and shall not be circulated between schools.

[First contact/
assessment](#)

6.8. The Principal contacts each candidate considered for an interview. This gives an opportunity to have a first contact with a candidate and decide to pursue or not the process.

B) General Recruitment (Regional)/ Once a year

[General posting](#)

6.9. In December/January of each year, despite the fact that the needs are not known yet, HR will proceed to a general posting of teachers' positions. The preselection of the candidates is done in March. The intent of this procedure is to obtain CVs to build a bank to be used when the actual needs for the following school year will be known.

7) Local Selection Committee

[Composition](#)

7.1. Once the candidates have been selected for an interview, this interview should as much as possible be conducted in the community. The local selection committee will be composed of the Principal and Vice-Principal and of at least one School Committee member. The Principal may decide to add more members to the committee if need be.

[Documents](#)

7.2. The selected candidate must provide all required documents proof of his qualifications and experience, before or at the latest at the time of the interview.

[Assistance](#)

7.3. Upon request, School Operations and HR may offer assistance and support in the selection process, notably by providing support for questionnaires.

8) Recommendation and Decision

[Selection](#)

8.1. Should the selection committee not reach consensus on the candidate to be recommended for hiring and the Principal's opinion differs, he may also submit his own separate recommendation. The Selection Committee sends its recommendation in writing to the HR Advisor.

[References
check](#)

8.2. The Principal ensures there is a verification of at least 2 references with previous employers for the recommended candidate.

[School
Committee
consultation](#)

8.3. The School Committee will be consulted by the Principal on the selected candidate and will provide its own recommendations to the Executive Committee accordingly. Within a maximum of 2 working days following this consultation, the CEA must send the resolution from the School Committee to HR for its submission to the Executive Committee.

If best efforts have been made to convene a meeting of a School Committee in this respect, and there is either an urgency requiring a decision to be made quickly, or repeated failed attempts to convene a meeting, the Board may exceptionally make a decision and the School Committee will be deemed to be in support of the selection committee recommendation³.

16.0.16 James Bay and Northern Quebec Agreement

[Information to
candidates](#)

8.4. Upon satisfactory references, the Principal should inform the candidate who is recommended and verify if he wishes to pursue with his hiring. It is mandatory to specify to the candidate that his hiring is not final and is subject to the final decision of the Executive Committee.

[Executive
decision](#)

8.5. HR informs the Principal of the Executive Committee's decision and the Principal informs the candidate accordingly (verbally or otherwise).

Notices of the appointment will be prepared by Human Resources and submitted to the immediate supervisor for signature.

9) Contract of Engagement and Final Verification

[Signing](#)

9.1. After the Executive Committee has approved the hiring, the CEA prepares the contract of engagement in 3 copies, have them signed by the teacher and forwards them to HR for signature of the Director of Human Resources. HR ensures the appropriate distribution of the signed copies when all the signatures are completed.

10) Breach of Contract and Dismissal (previous employees)

[Re-hiring /
dismissal](#)

10.1. A candidate who was previously dismissed from a position within the Board cannot reapply for any positions.

[Re-hiring /
breach of
contract](#)

10.2. A teacher who was in a situation of a breach of contract, cannot reapply for any positions at the Board for a duration of at least 2 years. After this delay, should he wish to apply for a position, he shall submit a **written request** to HR.

A committee composed of the DDG pedagogy, the Regional Director of School Operations of the community concerned and one representative from HR will assess the file and decide if the person has demonstrated his capacity to apply for employment with the Board. This decision must be unanimous and solely constitutes an authorization to apply and not a decision on the hiring as such.

³ Section 8.21 of the Consolidated By-law #1

[Waiver](#)

10.3. The Board may, at its sole discretion, waive the delay of 2 years described in section 10.2. In this case the person shall submit a **written request** to Human Resources. The same committee described at 10.2 will assess the file and notably the circumstances leading to the employee's breach of contract and giving due consideration to the needs of the Board and the best interest of the students. The decision of the committee must be unanimous and solely constitutes an authorization to apply and not a decision on the hiring as such.

11) Cree Replacement and Priority to Employment

[Purpose](#)

11.1. This section is intended to clarify the rules and the procedures applicable for replacement by beneficiaries of the JBNQA in all levels of employment within the Board or to give them priority when there is a vacant position, and this subject to specific conditions. The JBNQA and the TCA contain provisions designed to improve the situation of Cree workers and to increase their representativity within the Board's staff.

5-3.13, 5-3.22 (vacant position)/ 5-3.15, 5-3.17 (priority -availability) 5-3.25 (replacement)

12) Final Provisions

[Discrepancies](#)

12.1. In case of discrepancies between this Policy and the provisions of the TCA, the latter will prevail.

[False declaration](#)

12.2. Any false declaration intentionally made to fraudulently obtain a contract of engagement shall constitute a reason for cancelling the contract by the Board.

TCA: 5-1.17

[Confidentiality](#)

12.3. Any information provided before, during and after the recruitment, selection and hiring process is strictly confidential.

[Candidacy / not suitable](#)

12.4. When a candidate is considered not appropriate to the needs of the School Board, the Principal shall inform HR and provide the pertinent information to that effect in order for HR to take the appropriate decisions for any future application from this candidate.

[Travel & expenses](#)

12.5. The CEA ensures that all necessary travel arrangements are made for all interviews of candidates for his community. The travel expenses related to interviews for the start of the school year are assumed by HR, but any other interviews are assumed by the school. The candidates are entitled to travel expenses claim according to the rates established in the CSB Business Travel Policy.

13) Application of this Policy

[Previous provisions](#)

13.1. The present Policy replaces all other Policies of the Board pertaining to this subject.

[Official version](#)

13.2. The official version of this Policy is kept by the Secretary-General of the Board.

[Responsibility](#)

13.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.

Appendix A

Sample / School Organization

CREE SCHOOL BOARD ELEMENTARY SCHOOL ORGANIZATION

YEAR: <input style="width: 90%;" type="text"/>			
SCHOOL: <input style="width: 90%;" type="text"/>			
SCHOOL CODE: <input style="width: 90%;" type="text"/>			
	LEVEL	# OF STUDENTS	# OF TEACHERS
CREE	Pre-Kindergarten	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Kindergarten	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Cycle 1 (yr 1)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Cycle 1 (yr 2)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Cycle 2 (yr 1)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
FRANÇAIS:	2 ^e cycle (2 ^e a)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	3 ^e cycle (1 ^{re} a)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	3 ^e cycle (2 ^e a)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
ENGLISH:	Cycle 2 (yr 2)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Cycle 3 (yr 1)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Cycle 3 (yr 2)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
OTHER:	Specialists	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
	Special Ed.	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Pre-K & K		Elementary	
TOTAL STUDENTS:	<input style="width: 100%;" type="text"/>	TOTAL STUDENTS:	<input style="width: 100%;" type="text"/>
TOTAL GROUPS:	<input style="width: 100%;" type="text"/>	TOTAL GROUPS:	<input style="width: 100%;" type="text"/>
TOTAL TEACHERS:	<input style="width: 100%;" type="text"/>	TOTAL TEACHERS:	<input style="width: 100%;" type="text"/>

**CREE SCHOOL BOARD
SECONDARY SCHOOL ORGANIZATION**

YEAR:

SCHOOL:

SCHOOL CODE:

	LEVEL	# OF STUDENTS	# OF TEACHERS
FRANÇAIS:	1 ^{er} cycle (1 ^{ere} an.)	<input type="text"/>	<input type="text"/>
	1 ^e cycle (2 ^e an.)	<input type="text"/>	<input type="text"/>
	Chem. Par. 1 ou 16+	<input type="text"/>	<input type="text"/>
	Secondaire III	<input type="text"/>	<input type="text"/>
	Secondaire IV	<input type="text"/>	<input type="text"/>
	Secondaire V	<input type="text"/>	<input type="text"/>
ENGLISH:	Cycle 1 (yr. 1)	<input type="text"/>	<input type="text"/>
	Cycle 2 (yr. 2)	<input type="text"/>	<input type="text"/>
	IPL or 16+	<input type="text"/>	<input type="text"/>
	Secondary III	<input type="text"/>	<input type="text"/>
	Secondary IV	<input type="text"/>	<input type="text"/>
	Secondary V	<input type="text"/>	<input type="text"/>
	TOTAL STUDENTS:	<input type="text"/>	
TOTAL GROUPS:	<input type="text"/>		
TOTAL TEACHERS:	<input type="text"/>		