



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Policy Name: Careers (Recruitment, Staffing, Teacher Hiring Practice, Talent Development, Retirement and Resignation)

Policy Code: HR-1.0

Section: Human Resources

Established: June 18, 2024

Revised:

Reviewed:

This policy addresses the following subject areas

[Recruitment \(Selection and Appointment\)](#)

[Staffing](#)

[Teacher Hiring Practice](#)

[Talent Development](#)

[Retirement and Resignation](#)

The creation and reinforcement of a work environment in which all employees feel safe and secure, and are treated fairly and with respect, results in increased morale and quality of service delivery.

OBJECTIVE

The goal of this policy and accompanying administrative regulations is to deliver a positive and welcoming experience for candidates and staff at every checkpoint of their careers with KPR. This goal is achieved by continually evolving the work environment and organizational culture of the Board to foster: an increase in the diversity of the workforce, safety and inclusivity, the creation and maintenance of equitable employment/hiring/staffing based policies and practices, and investment in the development of staff.

3. DEFINITIONS

Administrative Official

For purposes of this policy, administrative official shall mean the positions of Director of Education and Secretary, superintendent, principal, vice principal, manager or supervisor.

Administrative Regulation

A document issued through the Director of Education, governing the implementation of a Board policy, or required to coordinate and control certain aspects of system operations.

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Designate

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5. RESPONSIBILITY

- 5.1 The Superintendent of Human Resource Services has responsibility for the maintenance and implementation of this policy.
- 5.2 The Director of Education is responsible to allocate staff and resources to support this policy and associated administrative regulations.
- 5.3 Trustees, senior administration, principals, vice-principals, managers and
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and operations and program service and support positions will be as set out in Administrative Regulation HR.1, Recruitment Hiring and Employment

6.1.1.2 Appointments to the position of principal and vice-principal will be reported to the Board of Trustees

6.1.1.3 A report on location placement for the positions of principal and vice-principal will be made in an information Personnel Report – Staff Changes.

6.1.1.4 Appointments to positions made by administration will be reported to the Board of Trustees in the Personnel Report – Staff Changes.

6.1.2 Relatives of Administrative Staff and Board Members

6.1.2.1 It is the policy of the Board, in the recruitment to the Board of new employees, in making internal appointments, and in effecting internal transfers of employees, to avoid situations where an administrative official or a trustee has decision making responsibility for such recruitment, appointment, or transfer involving the administrative official's or the trustee's immediate family member. Accordingly, administrative officials and trustees may not participate in the process for such recruitment, appointment, or transfer where a member of the immediate family is an applicant or candidate. However, a candidate shall not otherwise have their employment opportunity limited solely on the basis of their relationship with an administrative official or a trustee.

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and upholds the principles mandated in Regulation 298, Operation of Schools – General, R.R.O., 1990, including those related to teacher qualifications and providing the best possible education program for students.

The operation of this policy will adhere to the principles in all policies and administrative regulations, with particular emphasis on Board Policy 2, Equity, Diversity and Inclusion.

The following interdependent components are critical in the Board's teacher hiring:

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

6.4 Talent Development (Staff Development and Performance Management)

6.4.1 Staff Development

The Board is committed to providing a supportive and dynamic work environment through the provision of staff development programs. The Board recognizes that dividends accrue to the system when staff are

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- 6.4.2.2.1 employee performance appraisals are a key component of a culture of coaching and ongoing feedback;
- 6.4.2.2.2 employee professional learning, leadership development and performance appraisal processes promote continuous improvement and engagement for all employees;
- 6.4.2.2.3 employee performance appraisals shall reflect the duties and expectations in accordance with the Education Act, the Ministry of Education's and the Board's regulations and guidelines, and current job descriptions on file in Human Resource Services;
- 6.4.2.2.4 employees' professional growth through reflective performance appraisal contributes to school improvement and system effectiveness, helps support staff meet the expectations of their role and helps teachers meet the Ontario College of Teachers' Standards of Practice;
- 6.4.2.2.5 employees shall accept responsibility to develop professional effectiveness, in response to the needs of an everchanging society and demonstrate that working within a school system is a lifelong growth experience;
- 6.4.2.2.6 appraisals completed beyond the minimum requirements will be conducted based upon issues of performance and/or granted request; and
- 6.4.2.2.7 The process shall
 - 6.4.2.2.7.1 create a climate of mutual support and assistance,
 - 6.4.2.2.7.2 provide opportunity and

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