

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations

Hiring of Staff Offering Direct
Instruction to Students

PER #17

Revised: August 2026

Background

Christ The Redeemer (CTR) Catholic Schools recognizes that those who serve within Catholic education are entrusted with an important role in the formation and flourishing of students. Each employee brings unique God-given gifts, experiences, knowledge, and abilities to this shared mission and contributes to creating school communities in which every student is known, valued, supported, and challenged to grow.

Recruitment and hiring are therefore understood as both professional processes and acts of careful discernment. CTR Catholic seeks to attract and select highly qualified individuals who demonstrate the knowledge, skills, character, and professional dispositions necessary to serve students well and to contribute positively to the Catholic identity, mission, vision, and values of the Division. For positions carrying particular responsibility for Catholic formation and leadership, commitment to and witness of the Catholic faith are essential considerations consistent with the nature and responsibilities of the position.

Hiring practices shall be fair, respectful, transparent, and consistent with applicable legislation, professional standards, collective agreements, and Division requirements. In making employment decisions, CTR Catholic seeks to honour the inherent dignity of every applicant while selecting individuals whose qualifications, professional competence, gifts, and commitment to the mission of Catholic education will best serve students, families, schools, and the common good.

One of the main goals of CTR Catholic is articulated in CTR Catholic's mission statement "Christ The Redeemer Catholic Schools in partnership with the family and the parish, will deliver an authentic Catholic learning experience by creating a lasting foundation of faith and knowledge for everyone in our community in a supportive, caring environment.

CTR Catholic's vision statement also clearly outlines one of the primary goals of CTR Catholic; "The Truth of Christ, love of God, and abundant Knowledge of God's Creation will be experienced by and manifest in the students, staff, parents, and supporters of our Catholic School Community."

The Alberta *Education Act* outlines legislated guidelines regarding the hiring of teaching and non-teaching staff. *Alberta Employment Standards, Human Rights*, and other Alberta laws and regulations provide direction with respect to the development of hiring procedures that are legal, moral, and just.

Procedures

1. All procedures outlined in Administrative Procedure PER 01, Hiring of Staff, will be followed when hiring teachers.

2. The following factors are to be considered when hiring teachers:
 - 2.1 Applicants for positions requiring Alberta teacher certification shall hold, or be eligible to hold, the certification required by the Province of Alberta and shall meet the professional requirements applicable to the position.
 - 2.2 In selecting certificated teaching staff, the hiring process shall consider the candidate's demonstrated knowledge, experience, professional dispositions, and readiness to fulfil the responsibilities of the Teaching Quality Standard and other applicable professional standards.
 - 2.3 In addition to professional qualifications, hiring decisions shall consider the candidate's capacity and willingness to support the Catholic identity, mission, vision, and values of CTR Catholic and to fulfil the faith-related expectations associated with the position. Teacher candidates are to be practicing Catholics who can serve as strong faith role models for their students.
 - 2.4 Teacher 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.
 - 2.5 Teacher candidates must be highly qualified and be able to provide a variety of references.
 - 2.5.1 Teacher candidates must provide a reference from their parish priest.
 - 2.5.2 All candidates must provide a criminal record check.
 - 2.5.3 All candidates must be able to provide references from previous employers and/or educational institutions.
 - 2.6 Teacher candidates must be able to commit to and live up to Board Policy #15, Expectations of Teachers and the provisions of the Alberta *Education Act*.
 - 2.7 Selection processes may assess a candidate's understanding of the legal, ethical, and professional responsibilities associated with teaching in Alberta, including responsibilities related to curriculum implementation, professional impartiality, respect for differing perspectives, parental involvement, and adherence to applicable legislation and Division policy.
 - 2.8 Interview questions, reference checks, and other selection processes shall be designed to assess the qualifications and competencies relevant to the position, including professional knowledge and experience, ability to support student learning, professional judgment, interpersonal and relational capacity, understanding of applicable professional responsibilities, and alignment with the Catholic mission of CTR Catholic.
3. In exceptions when a suitable Catholic teacher candidate cannot be found, CTR Catholic will consider hiring a non-Catholic teacher candidate.
 - 3.1 Preference will always be given to practicing Catholic candidates.
 - 3.2 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 goals of CTR Catholic especially those areas regarding the faith formation of our students.
 - 3.3 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.