



POLICY NUMBER AND NAME: 08.01 HIRING	SECTION: 08 – ORGANIZATION AND EMPLOYEES
	VERSION: 2.0
	LAST REVISION DATE:
ADOPTED: MARCH 10, 2014	REVIEW FREQUENCY: EVERY 3 YEARS

PREAMBLE

Richmond Christian School is well established with a solid reputation in the community. Parents are clients to the school and as such employees are placed in positions of responsibility for their children and must meet stringent standards. As the employer, the Board of Trustees has a duty to the Richmond Christian School community to ensure that candidates for employment meet specific criteria and are capable of successfully contributing to the Christian education families and students are seeking. Each Richmond Christian School employee is an important part of the missions to equip all students to joyfully serve.

REVIEW HISTORY		
DATE	VERSION	CHANGES

1. INTERVIEWING SUITABLE CANDIDATE

- a. Interviewing a candidate for employment at Richmond Christian School requires that certain criteria be met before an offer of employment can be made:
 - i. Completion of the Richmond Christian School Doctrinal Statement of Faith
 - ii. Church Affiliation (Pastoral Reference) form
 - iii. Criminal Records Check, which is current
 - iv. Letters of reference from former employers or education program mentors
 - v. Proof of Professional Certification for teaching position applicants which meets the minimum standard set by the Ministry of Education under the *Independent School Act*, Section 101, plus a combination of the following:
 - 1) Transcripts, if less than 2 years of teaching experience
 - 2) Practicum report, if less than 2 years of teaching experience
 - 3) Course work examples or unit plans created and relied upon by an applicant; and
 - vi. A written confirmation that no disciplinary matters are pending against teaching position applicants. This information can be accessed through the Ministry of Education Teacher Regulation Branch website.
 - vii. Proof of additional certification or licensing where applicable; and
 - viii. Two professional and one personal reference will be requested from an applicant and shall be contacted personally by the Principal.
- b. For teaching positions, a face-to-face interview must be held with each candidate and shall be attended by:
 - i. the Campus Principal
 - ii. the Vice-Principal or Curriculum Coordinator
 - iii. the Superintendent, upon request, and
 - iv. at least one Education Committee parent representative.

2. OFFER OF EMPLOYMENT

- a. The successful candidate may receive a confirmation of the job offer prior to the presentation of an Employment Contract. The offer must set out:
 - i. start and end dates

- ii. description of the position
 - iii. salary disclosure
 - iv. schedule and hours; and
 - v. a request for a written acceptance of the offer is required within 48 hours.
- b. The Business Office must be cc'd on the letter/e-mail in order to prepare the contract and any additional documents that are required for the new employee.
- i. The Superintendent must be advised of teacher positions that have been filled.

3. CONTRACT OF EMPLOYMENT

Formal contracts of employment are offered in keeping with this policy and other policies and procedures.

4. ON-CALL EMPLOYMENT

Interviewed candidates for whom a position is not actually offered may be retained on file as potential Teachers on Call, provided that the requirements under *Interviewing Suitable Candidates* have been met.

5. TEMPORARY EMPLOYMENT – COACHES OR SUPERVISORS

Any persons engaged by the school to provide supervision or leadership to students must provide a current Criminal Records Check and any additional documentation that may be required to ensure that they are a suitable candidate for the position (e.g.: diploma, licensing, certification, etc.).

6. RESOURCES

Principals must review the *Best Practices for Hiring at RCS* annually and complete a New Hire form for each new employee they engage.