



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 08.01 HIRING – VERSION 3.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
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SECTION: 08 – ORGANIZATION AND EMPLOYEES	LAST REVISION DATE: FEBRUARY 23, 2026			
ADOPTED: MARCH 10, 2014	REVIEW FREQUENCY: EVERY 3 YEARS			

PURPOSE

Richmond Christian School is committed to attracting and retaining qualified, certified Christian educators who are called to serve faithfully within our school community. We believe that the quality of our school is inseparable from the capacity and character of our staff, and therefore we seek to employ the most gifted and prepared individuals to join our mission. Each Richmond Christian School employee is an important part of the mission to equip all students to joyfully serve.

RCS strives to make hiring criteria and professional qualifications transparent for all staff, ensuring clarity, consistency, and excellence in our recruitment and employment practices. We are committed to fair, equitable, and inclusive hiring processes that comply with all applicable British Columbia employment legislation while maintaining the high standards for Christian character, skills and competence.

REVIEW HISTORY		
DATE	VERSION	CHANGES
	2.0	
FEBRUARY 26, 2026	3.0	REVISIONS INCLUDE AMALGAMATION OF POLICY 08.01.01 PERSONNEL VACANCIES AND POLICY 08.01.02 POSTING TEACHING AND EA POSITIONS TO 08.01 (REPRESENTED AS ITEMS 6 & 7) POLICY 08.01.01 AND 08.01.02 TO BE REPEALED

1. GENERAL HIRING CRITERIA

- a. Richmond Christian School will seek candidates whose religious beliefs align with our school's Christian mission and foundational beliefs.
- b. Prior to being offered a contract,
 - i. All applicants are expected to:
 - 1) demonstrate willingness to adhere to and fully support the purposes and foundational beliefs set out in the RCS Constitution & Bylaws
 - 2) willingly sign and commit to the Community Standards of Conduct (RCS Policy 07.01)
 - 3) provide evidence of commitment to living out Christian values in professional practice and personal conduct; and
 - ii. Educational staff are expected to:
 - 1) Demonstrate ability to teach and model a Christian worldview appropriate to their position.
 - 2) Acknowledge their understanding and ability to teach RCS prescribed curriculum as outlined in, but not limited to, Christian teaching frameworks, curriculum scope and sequences (e.g., Rooted Identity) and Learning Resources Policy (Policy 04.06).
- c. This faith-based hiring framework does not permit discrimination on other grounds protected by the BC Human Rights Code, including but not limited to race, gender, age, disability, sexual orientation, gender identity, family or marital status, and national origin.

2. COMMITMENT TO DIVERSITY AND INCLUSION

RCS values diversity of background, experience, and perspective among our employees. We are committed to creating an inclusive work environment that welcomes individuals from varied cultural, ethnic, and socioeconomic backgrounds. We recognize that a diverse staff enriches our educational community and better serves our diverse student body, advancing our collective mission to equip all students to joyfully serve.

3. COMPLIANCE WITH EMPLOYMENT LEGISLATION

- a. All hiring practices at RCS comply with applicable British Columbia employment legislation, including:
 - i. BC Employment Standards Act

- ii. BC Human Rights Code
- iii. BC Pay Transparency Act
- iv. Criminal Records Review Act
- v. Personal Information Protection Act (PIPA)

4. **POSITION SPECIFIC HIRING CRITERIA**

a. Administrators

- i. Master's degree from an accredited university or signed letter of intent indicating starting a program within 12-24 months of hiring.
- ii. Valid and current certificate issued by the Teacher Regulation Branch of the BC Ministry of Education.
- iii. Demonstrate abilities and/or experience in administrative, educational or instructional leadership.

b. Teachers:

- i. Recent classroom experience in a teaching practicum and/or school setting
- ii. Valid and current Teacher's Certificate issued by the Teacher Regulation Branch of the BC Ministry of Education
- iii. Meet the requirements as set out in the Teacher Qualification Policy (Policy 08.07 Teacher Qualification)
- iv. Completion of a teacher training program
- v. Evidence of courses of study, work experience and/or university programs that intentionally equip a teacher to teach and model a Christian worldview or ways of thinking, plays an additional role in identifying employees
- vi. Experience and expertise as identified in the job description, including the following preferred training and qualifications:
 - 1) Kindergarten: early childhood education training or coursework; early literacy
 - 2) Elementary: training and coursework in elementary education; methodology courses in mathematics and literacy
 - 3) Middle: training and coursework in teachable subjects, literacy and mathematics; middle school years methodology
 - 4) Secondary: training and coursework in teachable subjects

c. Educational Assistants:

- i. Special Education Teacher Assistant (SETA) Certificate or equivalent

- ii. Demonstrate expertise in educational support required for the opening (i.e. documentation, experience)
 - iii. Provide a current Criminal Record Check
- d. Operational Support Positions:
 - i. Post-secondary training or equivalent specific to the area of expertise required for the position
 - ii. Demonstrate abilities and/or experience in the areas required for the opening (i.e. documentation, experience)
 - iii. Provide a current Criminal Records Check

5. TOC AND EAOE LIST HIRING CRITERIA

- a. Educational Assistants and Teachers-On-Call must meet the same criteria listed in section 3 of this policy.
- b. Exceptions may be allowed for TOCs or EAOEs who do not fully meet criteria for certification, but who have other qualifications and/or experience that is relevant to the assigned work. Any temporary employee not fully meeting the criteria of 4.b.ii. cannot fill any position for a term longer than 20 consecutive days without a letter of permission from the Ministry of Education.

6. RECRUITMENT AND JOB POSTING PROCEDURES

- a. Vacancy Identification and Position Determination
 - i. Letter of Intent Process: Upon receipt of an RCS staff Letter of Intent form indicating an employee will not be returning, the following must occur as soon as possible:
 - 1) Campus principal must secure a formal letter of resignation from the Teacher/EA so that the position can be advertised as a definite opening, avoiding the employee from later changing their mind.
 - 2) The Principal notifies the Superintendent and RCS HR Coordinator of the confirmed vacancy.
 - ii. Uncertain Return Status: RCS employees who indicate they are unsure at this point if they are returning will be informed that their position will be posted as a possible opening. The RCS employee has until March 31 of the current school year to make their final decision, providing the school the required 4 months' notice.
 - iii. Position Configuration: Campus principals, in consultation with the Superintendent, may consider moving current staff into the vacant position, thus creating a position that may be different from the opening that the resignation

originally created (e.g., A Grade 6 teacher resigns, the principals collectively decide to move a Grade 5 teacher into that position, thus creating a Grade 5 opening at a different campus instead).

b. Internal Posting Process

- i. Internal Posting Requirements: Once the vacant position is identified, it will be posted internally within RCS before or simultaneously with external posting.
- ii. Multi-Campus Consideration: All current RCS employees across all campuses who meet position qualifications are encouraged to apply and will be given full and equitable consideration regardless of their current campus assignment.
- iii. Internal Application Timeline: Internal postings shall remain open for a minimum of 5 business days to allow all RCS staff adequate time to consider and apply for the position.
- iv. Internal Candidate Advantages: When qualifications and experience are comparable between internal and external candidates, preference may be given to internal candidates who demonstrate:
 - 1) Strong performance in their current role
 - 2) Alignment with RCS mission and culture
 - 3) Positive contributions to the school community
 - 4) Professional growth and development
- v. Interview Process for Internal Candidates: Internal candidates will participate in the same interview process as external candidates to ensure fair and consistent evaluation. However, performance history and institutional knowledge may be considered as additional factors in the hiring decision.

c. External Posting Process

- i. External Posting Platforms: Positions will be advertised externally on the SCSBC (Society of Christian Schools in BC) website and other appropriate platforms as determined by the HR Coordinator and Superintendent.
- ii. Concurrent Posting: RCS will post positions both internally and externally, seeking to secure the best possible candidate for the position, whether it be an internal applicant or an external applicant.
- iii. Salary Disclosure (Pay Transparency Act Compliance): All publicly advertised job postings must include either:
 - 1) The expected salary or wage for the position, OR
 - 2) A realistic salary or wage range that genuinely reflects what RCS intends to pay for the role

- d. Temporary Contract Positions
 - i. An RCS employee completing a temporary contract position within the school (e.g., maternity leave, long-term study leave, etc.) is not guaranteed to continue in that position should the original RCS employee not return.
 - ii. The temporary employee will have to re-apply for the position in an open competition with other internal and external applicants, following the standard posting and hiring procedures outlined in this policy.
 - iii. Experience gained during the temporary assignment will be considered as part of the candidate's overall qualifications but does not guarantee continuation in the role.
- e. Cross-Campus Staffing Flexibility
 - i. RCS recognizes that optimal staffing may require consideration of staff movement across all campuses to best serve students and maintain program excellence.
 - ii. Campus principals, in consultation with the Superintendent, may consider cross-campus staff reassignment opportunities when:
 - 1) A position becomes vacant at any campus
 - 2) Specialized skills or program needs exist at a particular campus
 - 3) Professional development opportunities align with staff member interests and school needs
 - 4) Staff members express interest in position changes across campuses
 - iii. All cross-campus staffing considerations will be handled transparently and communicated clearly to affected staff members.

7. **SELECTION AND INTERVIEW PROCESS**

- a. Application Screening
 - i. The HR Coordinator, in consultation with the hiring principal/manager, will review all applications to identify candidates meeting minimum qualifications.
 - ii. A shortlist of qualified candidates will be developed for interview consideration.
- b. Interview Process
 - i. Interview panels must be a minimum of two interviewers and will typically include:
 - 1) The hiring principal or department manager
 - 2) Additional staff member(s) relevant to the position
 - 3) The Superintendent for Principal, Vice-Principal and Director positions.
 - ii. Standardized interview questions will be used to ensure consistency and fairness across all candidates.

- iii. Interviews will assess:
 - 1) Alignment with RCS mission, values, and Christian worldview
 - 2) Technical competencies and subject matter expertise
 - 3) Teaching philosophy and instructional approach (for educational positions)
 - 4) Interpersonal and communication skills
 - 5) Ability to work collaboratively in a team environment
 - 6) Commitment to professional growth and development

8. **REFERENCE CHECKING**

- a. Reference Check Requirements
 - i. Timing: Reference checks are completed BEFORE a formal employment offer is extended.
 - ii. Minimum of two (2) professional references, including at least one current or recent direct supervisor (within the past 3-5 years).
- b. Reference Check Process
 - i. Standardized Questions: RCS HR Coordinator or designate will use standardized reference check questions to ensure consistency across all reference checks
 - ii. Information Verified:
 - 1) Employment history accuracy (dates, position titles, responsibilities)
 - 2) Key competencies relevant to the position
 - 3) Professional strengths and areas for development
 - 4) Reliability, punctuality, and work patterns
 - 5) Interpersonal and communication skills
 - 6) Reasons for leaving previous positions

9. **EMPLOYMENT CONTRACTS AND OFFER LETTERS**

- a. Employment Offer Process
 - i. All employment offers are made in writing via the HR Coordinator.
 - ii. Offers specify a start date by which the offer must be accepted by the candidate (typically 3-5 business days).
 - iii. Upon candidate acceptance and satisfaction of all conditions, an employment contract is provided for signature before the start date.

- iv. Conditional Offers: Upon completion of interviews and reference checks, RCS may extend a conditional job offer specifying all conditions that must be satisfied before employment commences.
- b. Employment Contract Requirements
 - i. All new employees must be provided with a written employment contract before commencing employment
 - ii. Contracts are signed by the employee and authorized RCS representative before the employee commences work.

10. HIRING RELATIVES AND AVOIDING NEPOTISM

- a. The purpose of this policy is to state that RCS will avoid any conflict of interest when employees, who are relatives, work for the school.
- b. Persons/Area Affected: All employees of RCS
- c. RCS is to ensure that if relatives are hired, there is no nepotism, or potential nepotism, that gives them an unfair advantage over other employees. Employees will not directly supervise a relative.
- d. Definitions
 - i. **Nepotism:** The unfair practice of showing favouritism (e.g. given jobs or preferential treatment) based on family relationships.
 - ii. **Relative:** A spouse, parent, grandparent, child, stepchild (or any child in a parent/child relationship with the employee), sibling, aunt, uncle, niece, nephew, cousin. This definition includes those related by marriage or common-law relationships.
- e. Responsibilities
 - i. The employee must make known to the principal the nature of the relationship with the relative.
 - ii. The potential employee must declare their relationship at the time of applying for employment.
 - iii. The principal will ensure that relatives are not in a direct reporting relationship in order to avoid any potential conflict of interest.
- f. Procedures
 - i. The employee will provide written notice to the principal regarding the nature of their relationship with the relative at the time that the relative applies to work for RCS.
 - ii. The potential employee will provide the same at the time of their application for employment.

- g. The Superintendent, principal or hiring administrator will ensure:
 - i. All applications are forwarded to the HR manager and that the HR department will oversee the screening of shortlists for all postings.
 - ii. The employee does not participate in the hiring, placement, supervision, or promotion of relatives.
 - iii. The employee does not supervise anyone who is involved in the hiring, placement, supervision, or promotion of the employee's relatives.
 - iv. The principal, while protecting the interests of the school, will also ensure that the potential employee is treated fairly, and that they will not be denied employment based on marital status or family relationship alone. The principal will assess each potential situation individually
 - v. If there is a re-assignment of roles or responsibilities that could potentially (or does) result in a conflict of interest for relatives, the employees must remind the principal of their relationship, so that the principal can take appropriate action.

11. **POLICY EXPECTATIONS AND EMERGENCY HIRING**

- a. Exceptions
 - i. RCS may make exceptions to this policy in emergency situations or when compelling operational need exists, subject to:
 - 1) Superintendent approval
 - 2) Board notification for significant exceptions
 - 3) Compliance with all legal requirements (criminal record checks, credentials, etc.)
 - 4) Documentation of reasons for exception
- b. Emergency Hiring Procedures
 - i. In the event of emergency staffing need (unexpected resignation, medical leave, etc.), the Principal may:
 - 1) Conduct abbreviated interviews
 - 2) Issue conditional offer pending completion of reference checks within specified timeframe
 - ii. Emergency hiring does not exempt RCS from compliance with criminal record check requirements or Teacher Regulation Branch authorization.