

PERSONNEL AND EMPLOYEE RELATIONS	7000
TEACHER HIRING PROCEDURES	7021

1. General

It is the policy at Lakehead District School Board (LDSB) that teacher hiring is conducted using fair and transparent procedures to engage a well-prepared, diverse, and qualified teacher workforce for the well-being and success of all students.

2. Procedures - General

These are the procedures for implementing the 7021 Teacher Hiring Policy. They articulate a fair, consistent, and transparent teacher hiring process and consider the following five key areas:

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

Promoting a fair process includes the commitment to examine, identify, and remove barriers for Indigenous peoples (First Nations, Métis and Inuit) and equity-seeking groups at each stage in the hiring process.

3. Hiring Procedures

To support a fair, consistent, and transparent process for candidates, the hiring process will include the following steps, while being mindful of collective agreement provisions.

- 3.1 Adhere to bona fide (legitimate) job requirements and qualifications, while following the requirements as outlined in R.R.O. 1990, Reg. 298 (Operation of Schools – General), when creating job postings.
- 3.2 Select the best candidate based on knowledge, skills and competencies. Also rely on the following when developing the selection and evaluation criteria:
 - 3.2.1 valuing applicants' demonstrated experience and commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning environment;

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3.2.2 providing the best possible program, as determined by the principal, and considering the applicants demonstrated:

- teaching commitment;
- experience or time spent in a particular school; and
- suitability for a particular assignment.

3.2.3 valuing applicants' additional experiences, skills, backgrounds, lived and work experience; and

3.2.4 considering the applicants' response to school and LDSB priorities based on clearly defined criteria, including qualifications.

3.3 Consider ways to introduce new teachers and skills in the school system.

3.4 Use unbiased and inclusive language in job postings.

3.5 Make job postings publicly available, for example, LDSB website, where possible.

3.6 Encourage diverse candidates to apply.

3.7 Provide accommodation based on needs related to the Human Rights Code.

3.8 Provide fair hiring related professional learning for the hiring committee members.

3.9 Employ best practices to reduce bias in the application, selection, and evaluation of applicants by using criteria-based approaches and a structured process.

3.10 Address conflict of interest and avoid nepotism.

3.11 Provide constructive interview feedback for candidates, upon request.

4. Monitoring and Evaluation

To promote a fair hiring process, LDSB will also develop a process to collect applicant demographic data, to assess the diversity of candidates applying for teacher positions.

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To achieve and retain a representative workforce to meet the needs of diverse students, LDSB will also develop plans to:

- conduct a voluntary employee census and analyze the data to inform decision-making;
- conduct employment systems review to determine whether employment systems create discriminatory barriers; and
- develop a fairness in employment plan to address gaps or discriminatory barriers, including workplace culture, for a diverse and inclusive work environment.

5. Record Keeping

Hiring records will be kept for a minimum of one year from the hiring date of a specific position, in accordance with the LDSB Record Retention Schedule.

6. Review

These procedures shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
7030 Human Rights and Workplace Harassment Policy	June 22, 2021	Education Act
3100 Accessibility Policy	<u>Date Revised</u>	Ontario Human Rights Code
7021 Teacher Hiring Policy		Accessibility for Ontarians with Disabilities Act, 2005
7022 Conflict of Interest – Teacher Hiring Policy		