



## Administrative Procedure 5050 *Employment of Professional Staff*

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**Board Governance Policy Cross Reference:** [1](#), [11](#), [12](#), [13](#)

**Administrative Procedures Cross Reference:**

[Placement of Permanent Professional Staff](#)

[Equity](#)

[Evaluation of Professional Staff](#)

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

[Provincial Teachers' Collective Agreement](#)

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**Date Adopted:** June 2011

**Amended:** February 2020, October 2022; November 2024; February 2025

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The Brandon School Division believes that the selection and assignment of professional teaching staff is of the most vital importance in providing each student with equitable access to quality learning opportunities in all schools, classrooms, and support services.

No Principal /Supervisor should ever be involved in the hiring competitions where a relative or relationship could be perceived to advantage anyone in the selection process. Therefore, when such situations arise, the Principal/Supervisor on the selection committee should remove themselves from the hiring process and be replaced with an appropriate staff member chosen by the Assistant Superintendent or Director of Human Resources.

To this end, the accompanying procedures are designed to ensure interview, selection and recommendation of the best qualified teachers in accordance with the eight teaching standards outlined in Administrative Procedure Evaluation of Professional Staff.

The Division agrees to post notices of job vacancies internally and externally.

The following guiding principles shall direct the process:

- Teachers are employees of the Division and assigned to respective schools in accordance with Divisional standard requirements.
- Teachers are selected according to teacher qualifications, experience, suitability and recent professional evaluation.
- Assignments are determined based on teacher suitability and the needs of the students and programs.

- Candidates are assigned with the process of shared responsibility involving the Superintendent/CEO or designate and the principal. Approval of assignments is the responsibility of the Superintendent/CEO or designate.
- Teachers and principals are valued and respected in actions and communications.

## **Process**

### **1. Vacancy**

- Job vacancies shall be advertised on the Division website a minimum of four (4) working days, posted by 12:00 noon on Friday with a close date of the following Wednesday at 12:00 noon. Statutory holidays will affect the close date.
- Term positions filled during the year that become permanent will be posted in the spring staffing period for the next school year
- Job vacancies shall be advertised using the best recruitment practices available. A Teacher on a Teacher General Contract whose FTE is less than 1.000-FTE may be increased temporarily for the duration of up to one (1) full school year.

### **2. Application Procedure**

- Internal candidates are to apply to any/all vacancies through the established electronic online application format, providing the required documentation as stated in the job posting.
- The last opportunity for full-time (1.000-FTE) internal candidates to apply to posted vacancies is the first posting week in June (following the May 31<sup>st</sup> deadline for retirements on the Old Form 2 teacher contract). After that time, no further internal movement can occur (unless under special circumstances deemed by the Division).
- External applicants are to apply to any/all vacancies through the established electronic online application format located on the Division website under Employment Opportunities.

### **3. Screening and Shortlisting**

- The processes of screening and shortlisting are organized by the principal. Screening of all applicants is done according to the criteria of:
  - educational background/qualifications;
  - experience; and
  - suitability consistent with the Division's eight standards of excellence in teaching.

#### 4. Interview

- Candidates will be interviewed by an administrative team in accordance with established procedures and chaired by a principal. The Superintendent/CEO or designate may participate at times.
- The decision for determining the appropriate number of candidates to interview will be handled by the administration team and Office of Human Resources. If the two parties cannot come to an agreement on the appropriate number of candidates, the Superintendent/CEO or designate will determine the number.
- Candidates may be interviewed for more than one school at a time, dependent on the circumstances.
- Candidates may provide the principal verbal acceptance that their previous interview be used for another competition, given a principal has interviewed them in the last 4 months for the same or similar position.
- Interview questions will be based on the Eight Standards of Excellence in Teaching as outlined in the Administrative Procedure Evaluation of Professional Staff and on Brandon School Division strategic priorities.

#### 5. Nomination

The nomination of the recommended candidate includes a written report of the following:

- Interview results related to:
  - educational background/qualifications;
  - experience; and
  - suitability or lack thereof consistent with Divisional standard requirements.
- Reference checks in accordance with established procedures.

#### 6. Approval of Recommendation

- Approval of recommendation for employment is the responsibility of the Office of Human Resources, as delegated by Superintendent/CEO or designate.
- Offer of employment is the responsibility of the principal, as delegated by the Superintendent/CEO or designate.

#### 7. Communication with Candidates

- All unsuccessful candidates interviewed will be contacted via email by the principal of the respective school, communicating the outcome of the competition.

- Upon written request, information regarding reasons for non-selection will be provided to respective interviewed candidates from the Director of Human Resources or designate.