Nicola Similkameen School District

Administrative Procedure 410

RECRUITMENT SELECTION AND EMPLOYMENT OF TEACHERS TEACHING ON CALL (TTOC's)

Purpose

The Board of Education is committed to recruiting and retaining highly qualified Teachers Teaching on Call (TTOCs) who demonstrate the knowledge, skills, professional judgment, and personal attributes necessary to support student learning and well-being.

The District's preference is to employ individuals who hold a valid British Columbia teaching certificate. However, the District recognizes that teacher shortages, rural recruitment challenges, operational requirements, and specialized programming may occasionally require the appointment of qualified non-certified individuals in accordance with applicable legislation, Ministry requirements, and District procedures.

This Administrative Procedure establishes a fair, transparent, and consistent process for recruiting, assessing, and appointing Teachers Teaching on Call.

Scope

This procedure applies to all applicants seeking placement on the School District No. 58 Teacher Teaching on Call list.

Responsibilities

The Assistant Superintendent or Director of Human Resources is responsible for administering the recruitment and selection process.
School-based administrators may participate in the interview and assessment process.

Procedure

1. Application Requirements

Applicants must submit:

- completed application through the District's recruitment system (Make a Future);
- current résumé;
- cover letter;
- BC Ministry of Education Certificate of Qualification or eligibility for certification;
- recent teaching evaluations or practicum reports, where applicable;
- transcripts if requested;
- professional references.
- Incomplete applications may not be considered.

2. Preliminary Screening

Human Resources will review all applications to determine whether applicants meet the minimum qualifications for employment.

Screening may consider:

- valid BC teaching certification;
- teaching qualifications;
- instructional experience;
- practicum reports;
- demonstrated experience supporting diverse learners;
- experience in rural or multi-grade settings;
- specialized training or qualifications;
- District staffing needs.
- Meeting the minimum qualifications does not guarantee an interview.

3. Interview Process

Applicants selected for interview will participate in a structured interview.
Interviews will normally be conducted by:

- the Assistant Superintendent or Director of Human Resources; and
- one or more school-based administrators.
- Interview questions will be standardized and based upon competencies including:
- instructional practice;
- classroom management;
- inclusive education;
- Indigenous education and cultural responsiveness;
- communication and collaboration;
- professional judgment;
- student safety and well-being;
- commitment to continuous learning.
- Interview responses will be assessed using a standardized evaluation rubric.

4. Reference Checks

Applicants who successfully complete the interview process may be subject to professional reference checks.

References should:

- have directly supervised or observed the applicant's teaching practice;
- be contacted using standardized questions; and
- provide information regarding the applicant's instructional practice, professionalism, reliability, and interpersonal skills.
- Most recent employer will be required as a reference.
- Additional references may be requested where necessary.

5. Criminal Record Check

Applicants must successfully complete all criminal record check requirements in accordance with the Teacher Regulation Branch or District procedures prior to commencing employment.

6. Selection

Following consideration of:

- application materials;
- interview results;
- references;
- certification requirements;
- District staffing needs;

The Director of Human Resources or designate will determine whether an applicant will be placed on the District Teacher Teaching on Call list.

Placement on the TTOC list does not guarantee assignment or continued employment.

7. Appointment of Non-Certified Teachers Teaching on Call

The Board recognizes that exceptional circumstances may arise where the District is unable to secure a certified Teacher Teaching on Call to meet operational requirements or to support specialized educational programming.

Where a qualified certified teacher is unavailable, the Director of Human Resources or designate may appoint a qualified non-certified individual to a Teacher Teaching on Call assignment, provided the appointment is consistent with Ministry requirements and the educational interests of students.

The appointment of a Non-Certified TTOC is intended to address exceptional circumstances and may be considered where:

- certified Teachers Teaching on Call are unavailable to accept an assignment;
- staffing shortages or the District's rural location create operational challenges in filling vacancies;
- specialized knowledge, experience, or cultural expertise is required to support student learning; or
- the appointment is necessary to maintain continuity of educational programming.

Examples of individuals who may be considered include, but are not limited to:

- skilled tradespersons supporting Trades or Career Education programs;
- Indigenous language speakers;

- Elders or Knowledge Keepers who provide Indigenous language, culture, or land-based learning opportunities;
- individuals with specialized technical, industry, or professional expertise; and
- other individuals whose education, experience, and demonstrated abilities meet an identified educational or operational need.

Prior to appointment, the District will consider:

- education, training, and relevant experience;
- experience working with children and youth;
- demonstrated interpersonal and communication skills;
- professional and personal references;
- Criminal Record Check requirements;
- the nature and duration of the assignment; and
- the availability of appropriate supervision and support.

Non-Certified TTOCs are expected to conduct themselves in a manner that reflects the values and expectations of School District No. 58 and to work collaboratively with school administrators and staff to support student learning and well-being.

The appointment of a Non-Certified TTOC does not replace the District's ongoing commitment to recruiting and employing certified teachers wherever possible**.**

8. Orientation

New Teachers Teaching on Call will receive orientation information including:

- District expectations;
- professional standards;
- health and safety procedures;
- child protection obligations;
- reporting procedures;
- technology access;
- payroll procedures;
- expectations regarding professional conduct.

9. Performance During Employment

Teachers Teaching on Call are expected to:

- maintain certification with the Teacher Regulation Branch;
- perform duties in accordance with the Professional Standards for BC Educators;
- comply with District policies and administrative procedures;
- demonstrate professional conduct;
- maintain satisfactory performance and attendance.

The District may review a TTOC's continued placement on the call-out list where concerns regarding performance, conduct, or availability arise.

10. Removal from the TTOC List

The District may remove a Teacher Teaching on Call from the call-out list where:

- certification is suspended or cancelled;
- the employee resigns;
- the employee accepts a continuing or temporary teaching assignment;
- performance or conduct does not meet District expectations;
- the employee fails to maintain required availability;
- employment is terminated for just cause.

Where appropriate, the employee will be advised of the reasons for removal.

11. Equity and Inclusion

The District is committed to equitable hiring practices and encourages applications from qualified individuals who reflect the diversity of our communities.

Recruitment and selection decisions will be made without discrimination and in accordance with the Human Rights Code, applicable collective agreements, and District policy.

Authority

- School Act
- Teachers Act
- Human Rights Code
- Criminal Records Review Act
- Professional Standards for BC Educators
- BCPSEA/BCTF Collective Agreement

12. Priority Recruitment Areas

The District may give preference, based on operational needs, to applicants with qualifications or experience in identified shortage areas, including but not limited to:

- Indigenous Education
- French Immersion
- Inclusive Education
- Secondary Mathematics
- Secondary Sciences
- Trades Education
- Career Education
- Rural teaching experience

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