



STAFFING PROTOCOL

April 1, 2009

In anticipation of vacancies occurring in public schools, the following procedures will apply to posting and filling of those positions established by the Superintendent pursuant to the Education Act.

This Protocol reflects the Department's commitment to ensuring that First Nations teachers are given priority in hiring decisions.

TEACHERS

Guidelines

Placement and Transfer of Indeterminate Teachers

1. First priority for placement is assigned to teachers being moved from schools being adjusted in size for reasons of enrollment, teachers returning from leave, teachers returning from assignments to the Department of Education and employer initiated transfers.
2. Notwithstanding the priorities stated in clause one above, transfer applications from:
 - a) First Nations teachers who are in good standing with three or more years of continuous service in the same school who request a transfer to their traditional territory as defined in their First Nation Land Claims Final Agreement; and
 - b) teachers in good standing with three or more years of continuous service in the same school;are to be given preference over new hires, in the order listed in a) and b) above, where those transfer applicants are suitably qualified.
3. Indeterminate teachers may not apply for transfer into temporary positions unless there are circumstances which, at the discretion of the Superintendent, justify the reason for the transfer. It is the responsibility of the hiring Superintendent to determine which positions are to be designated temporary and advertised as such.

If no suitably qualified transfer candidate can be identified from existing indeterminate teaching staff members, the recruitment process for a new hire shall commence.

Recruitment of Teachers (New Hires)

4. Candidates who are suitably qualified for the position advertised will be considered in this order:
 - a. First Nations candidates who apply to their traditional territory as defined in their Land Claims Final Agreement;
 - b. First Nations candidates;
 - c. Indeterminate Education Assistants, Remedial Tutors and Aboriginal Language Teachers in good standing with three or more years of continuous service in the same school;
 - d. Temporary teachers;
 - e. All other applicants.

Recruitment Procedures

1. The Superintendent shall review the staffing plan with the Principal.
2. The Teacher Recruitment Coordinator will ensure that the hire is within agreed to targets before advertising.
3. The hiring Principal, in consultation with the Teacher Recruitment Coordinator, is responsible for short-listing and interviewing teaching candidates.
4. A minimum of two reference checks must be conducted on every new teacher candidate being considered for a teaching position. It is the responsibility of the hiring Principal to ensure reference checks are completed and that the mandatory questions are asked.
5. Offers of Employment may be made by the Superintendent, Principal, or Teacher Recruitment Coordinator. The Coordinator is also responsible for completing the School-based Staff Appointment Form immediately upon receiving verbal acceptance of the offer.
6. The Teacher Recruitment Coordinator is responsible for advising successful candidates of:
 - the requirement to complete a Security Check with the RCMP;
 - the requirement for a Yukon Teaching Certificate and the possibility of additional required coursework to obtain a permanent Yukon Teaching Certificate;
 - the requirement to participate in an orientation seminar; and
 - staff housing availability.
7. The Principal shall provide the successful candidate general information concerning details of the teaching assignment, local amenities in the communities, and other pertinent information about the community and the teaching assignment.

Advertising

8. All postings will be open for a minimum of 48 hours.
9. Postings may be advertised locally, in which case, interviewing and relocation expenses will not be available to applicants.
10. Postings may be advertised locally and nationally in which case interviewing and relocation expenses will be available to applicants.

PARAPROFESSIONALS

Guidelines

Remedial Tutors and Educational Assistants

1. First priority on placement is assigned to permanent employees being moved from schools for reasons of school support needs, enrollment, employees returning from leave, and employer initiated transfers.
2. Candidates for indeterminate appointment as Education Assistants must be graduates of the Educational Assistant Certificate Program, sponsored by the Department of Education, or its equivalent.

Procedures

1. The Principal is responsible for short-listing and interviewing paraprofessional candidates.
2. A minimum of two reference checks must be conducted on every new candidate being considered for a paraprofessional position. It is the responsibility of the Principal to ensure reference checks are completed and that the mandatory questions are asked.
3. Offers of Employment are to be made by the Principal upon receiving approval from the Teacher Recruitment Coordinator, who is also responsible for ensuring that the hire is within agreed to targets before an offer is made. The Coordinator is also responsible for completing the school-based staff appointment form immediately upon receiving verbal acceptance of the offer.
4. The Principal is responsible for advising successful candidates of the requirement to complete a Security Check with the RCMP.
5. The Principal shall provide the successful candidate general information concerning details of the assignment and other pertinent information.

Advertising for Remedial Tutor Positions

6. All postings will be open for a minimum of 48 hours.
7. Remedial Tutor postings for positions in rural schools will be advertised in the local community with First Nations and Yukon Government offices, the post office, or any available local employment office.

Advertising for Educational Assistants

8. A general advertisement will be run twice annually to establish inventories of suitable candidates.
9. The applicant inventory will be maintained by the Special Programs division and will be made available to Principals as required.
10. Educational Assistant postings for positions in rural schools will be advertised in the local community in First Nations and Yukon Government offices, the post office, or any available local employment office.

ABORIGINAL LANGUAGE TEACHERS

Guidelines

Candidates must have an acceptable proficiency in the First Nation language of the traditional territory or the specific language offered in the school program.

Candidates for recruitment will be considered in the following order:

- a. Candidates who are employed in an Aboriginal language training position.
- b. Candidates who are enrolled with the Yukon Native Language Training Centre and are being trained in the First Nation language of the traditional territory or the specific language offered in the school program.
- c. All other candidates.

Procedures

1. The Principal is responsible for short-listing and interviewing of Aboriginal Language Teacher candidates. An Aboriginal Language Consultant and the local First Nation may be invited to participate in the selection process.
2. A minimum of two reference checks must be conducted on every new candidate being considered for an Aboriginal Language Teacher position. It is the responsibility of the Principal to ensure reference checks are completed and that the mandatory questions are asked.

3. Offers of employment are to be made by the Principal. The Teacher Recruitment Coordinator is responsible for ensuring that the hire is within agreed to targets before an offer is made, and will complete the school-based staff appointment form immediately upon receiving verbal acceptance of the offer.
4. The Principal is responsible for advising successful candidates of the requirement to complete a Security Check with the RCMP.
5. The Principal is responsible for advising successful candidates that additional course work and training may be required.
6. The Principal shall provide the successful candidate general information concerning details of the assignment: local amenities in the communities, housing, and other pertinent information about the community and teaching assignment.

Advertising

7. All postings will be posted for a minimum of 48 hours.
8. Aboriginal Language Teacher positions may be advertised in the local community including First Nations, Yukon Government, the post office, and any available local employment office.