

<i>Rainy River District School Board</i>	SECTION 3 <i>Personnel</i>
RECRUITMENT AND SELECTION	3.10

POLICY

The Rainy River District School Board will ensure recruitment and selection practices that are equitable, inclusive, consistent, and transparent.

RATIONALE

To support student achievement and well-being the Board recognizes the importance of recruiting and hiring quality candidates for all positions.

IMPLEMENTATION

As per Procedure 3.10 Recruitment and Selection, Procedure 3.11 Teaching Hiring Practices, Procedure 3.12 Conflict of Interest

GUIDELINES

1.0 Guiding Principles

1.1 Recruitment and selection processes will:

- Support the development of a workforce that is representative of the diversity of the Rainy River District;
- Ensure all employment practices are non-discriminatory, identifying and removing any barriers for marginalized groups;
- Maintain the highest level of ethical and professional standards;
- Exercise due diligence throughout the hiring process to align with legislated mandates;
- Follow the parameters of collective agreements and terms and conditions, where applicable;
- Support the financial stewardship of Board resources.

1.2 The Board will support through training and education, model and monitor for consistency and compliance the expectations outlined in the Recruitment and Selection Manual for Management Staff and will be a resource for the organization at all stages of recruitment, selection, and promotional practices.

2.0 Recruitment

2.1 To meet the Board's strategic directions and student needs, administration will work to hire the best candidates, through a consistent, equitable process for screening, interviewing, and selecting potential employees.

With respect to the recruitment of teaching staff, the Board will also:

- value applicants' additional experiences, skills, backgrounds, and work experience;
- respond to local needs based on clearly defined criteria, including qualifications;
- look to permit qualified teachers who have relocated from another Ontario school board to be granted an interview.

2.2 For external postings, the Board will conduct active outreach to attract a diverse pool of qualified candidates reflective of the communities within the Board. Outreach may be specific and targeted towards diverse candidate groups and include such strategies as:

- Advertising on websites and social media
- Attending job fairs and other recruitment events
- Partnering with communities and organizations

3.0 Selection

3.1 The application and interview process will be based on an assessment of an applicant's qualifications, experience, standard of work performance and personal qualities relevant to the requirements of the position.

3.2 The selection committee will consist of a minimum of two individuals who interview all candidates using the same set of questions and tasks for all candidates.

3.3 An employee shall not participate in or influence the outcome of the recruitment and selection or appointment of a person with whom the employee has, or has had, a relationship.

4.0 Promotion

4.1 The Rainy River District School Board will support the professional growth of its leaders and aspiring leaders.

4.2 Appointments to leadership positions will follow a rigorous, fair, and transparent selection process.

5.0 Monitoring

5.1 The Board will:

- conduct regular reviews of job competitions to ensure adherence with expected practices;
- regularly assess its workforce to identify and address any gaps in required skills and to ensure the diversity of the communities within the Board is reflected.

<u>CROSS REFERENCE</u>	<u>Date Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policy 2.67, Equity and Inclusive Education	February 2, 2021	<i>Regulation 298</i>
Procedure 2.36 Accessibility Standards for Employment	<u>Board Motion</u> 158	<i>Regulation 521/01 as amended by Regulation 322/03: Collection of Personal Information</i>
Procedure 2.81 Records Information Management	<u>Review Prior to</u> 2026	<i>The Ontario Human Rights Code</i>
Procedure 3.04 Succession Planning		<i>Integrated Accessibility Standards Regulation</i>
Procedure 3.06 Principal and Vice Principal Appointment		<i>Municipal Freedom of Information and Protection of Privacy Act</i>
Procedure 3.10 Conflict of Interest		PPM 165 School Board Teacher Hiring Practices
Procedure 3.11 Teacher Hiring Practices		
Procedure 3.12 Conflict of Interest		
Policy 3.52 Criminal Background Check		
Procedure 3.52 Criminal Background Check		
Policy 3.86 Employee Code of Conduct		
Recruitment and Selection Resource Manual for Management Staff		