



3102 HIRING & QUALIFICATIONS POLICY

Policy Type :Human Resources
Applies To: All Staff, Students, Visitors
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 2008
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1. PURPOSE:

LCS needs and desires qualified, certified Christian teachers to enter the profession and to serve in their respective schools. LCS desires to make hiring criteria and qualifications clear for all staff.

2. TEACHER REGULATION BRANCH OF THE MINISTRY OF EDUCATION REQUIREMENTS

- (a) "All educators working in BC's kindergarten to grade 12 public education sector must hold a certificate of qualification from the BC Ministry of Education. This certificate also enables educators to work in all independent schools and First Nations schools in the province. All educators working in BC's independent school system must hold an independent school teaching certificate or the certificate of qualification." - <http://www.bcteacherregulation.ca/Teacher/CertificatesIssued.aspx>
- (b) The Teacher Regulation Branch currently issues the following types of certificates:
 - 2.b.1. Certificates of Qualification:
 - 2.b.2. Professional Certificate
 - 2.b.3. Basic Certificate
 - 2.b.4. Conditional Certificate
 - 2.b.5. Developmental Standard Term Certificate
 - 2.b.6. First Nations language Teacher Certificate
- (c) Independent School Teaching Certificates:
 - 2.c.1. System Restricted Certificate (SYC)
 - 2.c.2. Subject Restricted Certificate (SR)
 - 2.c.3. School and Subject Restricted Certificate (SSR)
- (d) Letters of Permission

- 2.d.1. LCS recognizes that the BC Teacher Regulation Branch defines the minimal qualifications required for employment in member schools. School administrators, responsible for hiring teachers, request, validate and file certification documents prior to the issuance of a contract. These documents are available to Ministry Inspection teams.
 - 2.d.2. In some cases, teachers are given a conditional certificate with the expectation that within a given time frame courses need to be taken to meet certification requirements. It is the responsibility of the teacher and the school administrator to ensure compliance with the conditions placed on a conditional certificate.
 - 2.d.3. The LCS Board recognizes that the quality of a school cannot exceed the capacity of its staff and therefore in all cases seeks to hire the best qualified and/or talented persons for vacancies
- (e) LCS administrators will always hire fully qualified teachers where possible and will only commit to Letters of Permission when:
- 2.e.1. Suitable employees cannot be identified to provide instructional programming or courses
 - 2.e.2. Electives or board approved courses require specialization and expertise not commonly available in teaching candidates
- (f) Letter of Intent (internal)
- 2.f.1. Letters of intent are required to be issued by hiring principals for employees who meet all criteria for a position, except for the posted training requirements (i.e. master's degree)
 - 2.f.2. Prospective employees who do not meet educational or certification requirements for postings they are hired to fill must sign a letter of intent indicating willingness to begin the required training within a specified period of time from between 12 months and 24 months
 - 2.f.3. Letters of intent are included in the contract
 - 2.f.4. If the agreement to begin or complete required training is not met within the specified time period, the letter will nullify LCS' obligations to continue employment in the position for which it was intended

3. CHRISTIAN SCHOOL TEACHER HIRING CRITERIA

- (a) Willingness to adhere to and fully support the purposes and foundational beliefs set out in the LCS Constitution & Bylaws.
- (b) Willingness to sign the Community Standards for Employees (HR100.001)
- (c) Evidence of courses of study, work experience and/or university programs that intentionally equip a teacher to teach and model a Christian worldview or ways of thinking, plays an additional role in identifying employees.
- (d) Evidence used in screening applicants may include, but is not limited to:
 - Christian perspectives course work
 - Workshops or certificate completion from school-based or external programs
 - Relevant ministry, occupational or service experience
 - Research

- Pastoral references
- Statement of faith

4. GENERAL HIRING CRITERIA

(a) Administrators

- 4.a.1. Master's degree from an accredited university or signed letter of intent indicating starting a program within 12-24 months of hiring
- 4.a.2. Valid and current certificate issued by the Teacher Regulation Branch of the BC Ministry of Education
- 4.a.3. Demonstrate abilities and/or experience in the area of administrative, educational or instructional leadership

(b) Teachers:

- 4.b.1. Recent classroom experience in a teaching practicum and/or experience within the last 5 years
- 4.b.2. Valid and current Teacher's Certificate issued by the Teacher Regulation Branch of the BC Ministry of Education
- 4.b.3. Completion of a teacher training program
- 4.b.4. Experience and expertise as identified in the job description, including the following preferred training and qualifications:
 - English language learning (ELL): TESL certification or equivalent
 - Kindergarten: early childhood education training or coursework; early literacy
 - Elementary: training and coursework in elementary education; methodology courses in mathematics and literacy
 - Middle: training and coursework in teachable subjects, literacy and mathematics; middle school years methodology
 - High: training and coursework in teachable subjects;

(c) Educational Assistants:

- 4.c.1. Special Education Teacher Assistant (SETA) Certificate or equivalent
- 4.c.2. Demonstrate expertise in the area of educational support required for the opening

(d) Other Support Positions:

- 4.d.1. Post-secondary training or equivalent specific to the area of expertise required for the position.
- 4.d.2. Demonstrate abilities and/or experience in the areas required for the opening

5. TTOC AND EOC LIST HIRING CRITERIA

- (a) Employees on Educational assistants and Teachers-On-Call must meet the same criteria listed in sections 3 and 4 of this policy.

- (b) Exceptions to 4.a. may be allowed for TTOCs or EOCs who do not fully meet criteria for certification but who have other qualifications and/or experience that is relevant to the assigned work. Any temporary employee not fully meeting the criteria of 4.a. cannot fill any position for a term longer than 30 days without a letter of permission from the Ministry of Education.

6. HIRING RELATIVES, FRIENDS AND AVOIDANCE OF NEPOTISM

- (a) The purpose of this policy is to state that LCS will avoid any conflict of interest when employees, who are relatives, work for the school.
- (b) Persons/Area Affected: All employees of LCS
- (c) LCS is to ensure that if relatives are hired, there is no nepotism, or potential nepotism, that gives them an unfair advantage over other employees. Employees will not directly supervise a relative.
- (d) Definitions
 - **Nepotism:** The unfair practice of showing favouritism (ex: given jobs or preferential treatment) based on family relationship.
 - **Relative:** A spouse, parent, grandparent, child, step-child (or any child in a parent/child relationship with the employee), sibling, aunt, uncle, niece, nephew, cousin. This definition includes those related by marriage or common-law relationship.
- (e) Responsibilities
 - 6.e.1. The employee must make known to the principal the nature of the relationship with the relative.
 - 6.e.2. The potential employee must declare their relationship at the time of applying for employment.
 - 6.e.3. The principal will ensure that relatives are not in a direct reporting relationship in order to avoid any potential conflict of interest.
- (f) Procedures
 - 6.f.1. The employee will provide written notice to the principal regarding the nature of their relationship with the relative at the time that the relative applies to work for LCS.
 - 6.f.2. The potential employee will provide the same at the time of their application for employment.
- (g) The Head of School, principal or hiring administrator will ensure:
 - 6.g.1. All applications are forwarded to the HR manager (careers@mylcs.ca) and that the HR department will oversee the screening of shortlists for all postings
 - 6.g.2. The employee does not participate in the hiring, placement, supervision or promotion of relatives.
 - 6.g.3. The employee does not supervise anyone who is involved in the hiring, placement, supervision or promotion of the employee's relatives.
 - 6.g.4. The principal, while protecting the interests of the school, will also ensure that the potential employee is treated fairly, and that they will not be denied employment based on marital status or family relationship alone. The principal will assess each potential situation individually.

- 6.g.5. If there is a re-assignment of roles or responsibilities that could potentially (or does) result in a conflict of interest for relatives, the employees must remind the principal of their relationship, so that the principal can take appropriate action.