



Staffing Protocol

Issued: April 5, 2006

This protocol revises the Staffing Protocol of May 12, 1998.

In anticipation of vacancies occurring in public schools, the following procedures will apply to posting and filling of those positions established by the Directors of Learning 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 on placement is assigned to teachers being moved from schools being adjusted in size for reasons of enrolment, 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
 - b) Teachers in good standing with three or more years of continuous service in the same schoolare to be given preference over new hires in the priority 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 Director, justify the reason for the transfer. It is the responsibility of the hiring Director 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. Yukon candidates will be considered first for new hires before any candidates from outside the Yukon are given consideration. Yukon 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. Candidates from within a rural community who apply to that community.
 - e. Graduates of the Yukon education system.
 - f. Temporary teachers.
 - g. All other Yukon candidates.
5. Candidates from outside the Yukon can only be considered if there is no suitably qualified Yukon applicant.

Recruitment Procedures

1. The Director of Learning shall review the staffing plan with the Principal.
2. The hiring Principal, in consultation with the Teacher Recruitment Co-ordinator, shall do the short-listing and interviewing of teaching staff.
3. 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.
4. Offers of Employment are to be made by the Teacher Recruitment Co-ordinator, who is also responsible for ensuring that the hire is within agreed to targets (or obtaining prior approval to hire over target) before an offer is made. The Co-ordinator is also responsible for completing the School-based Staff Appointment Form immediately upon receiving verbal acceptance of the offer.
5. The Co-ordinator is responsible for advising successful candidates of the requirement to complete a Security Check with the RCMP.
6. The Co-ordinator is responsible for advising successful candidates of the need for a Yukon Teaching Certificate and the possibility of additional required coursework to obtain a Yukon Teaching Certificate.
7. The Co-ordinator is responsible for advising successful candidates of the requirement to participate in an orientation seminar.

8. The Co-ordinator is responsible for providing successful candidates, hired after the orientation seminar, an orientation package for new teachers for the successful candidate to review.
9. The Principal shall provide the successful candidate general information concerning details of the teaching assignment, local amenities in the communities, housing, and other pertinent information about the community and teaching assignment.

Advertising

10. All postings will be posted for a minimum of 48 hours.
11. A general advertisement will be run in the local media annually to establish inventories of suitable candidates.
12. Specific positions may be advertised in the local media to increase the applicant pool.
13. Specific positions may be advertised outside the Yukon, in addition to local postings, in situations where there may be no suitably qualified local applicants.

PARAPROFESSIONALS

Guidelines

Remedial Tutors and Educational Assistants

All paraprofessional positions in Yukon schools will be filled by Yukon Candidates. Preference is given to candidates from within the local community.

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 recruitment will be considered in the following order:
 - a. Candidates who are enrolled in or are graduates of Educational Assistant/Exceptionalities Worker program (or equivalent) formerly known as (ITPP) sponsored by the Department of Education. Candidates for indeterminate appointments must complete this paraprofessional program or its equivalent before being granted indeterminate status.
 - b. Local Candidates from within the community.
 - c. Graduates of the Yukon school system.
 - d. Other Yukon candidates.

Procedures

1. The Principal shall short-list and interview paraprofessional staff.

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 Co-ordinator, who is also responsible for ensuring that the hire is within agreed to targets (or obtaining prior approval to hire over target) before an offer is made. The Co-ordinator 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, local amenities in the communities, housing, and other pertinent information about the community and assignment.

Advertising for Remedial Tutor Positions

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

Advertising for Educational Assistants

8. A general advertisement will be run in the local media 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. All Educational Assistant position postings will be advertised in the local rural community with First Nations or Yukon Government, the post office, or any available local employment office.

Aboriginal Language Teachers

Guidelines

Candidates must have an acceptable proficiency level 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 language to be offered in the traditional territory.

- c. Candidates who are members of a First Nation with a proficiency in the language to be offered.

Procedures

1. The Principal shall do the short-listing and interviewing of Aboriginal Language Teachers. An Aboriginal Language Consultant and the local First Nation may be invited to participate in the interviews.
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, who is also responsible for ensuring that the hire is within agreed to targets before an offer is made. The Teacher Recruitment Co-ordinator is 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 is responsible for advising successful candidates that additional course work and training may be required at the Yukon Native Language Centre.
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.