

## Asasa Learning School Authority 0235

Teacher Hiring, Dispute Resolution and Discipline 10.0
Effective Date: September 1 <sup>st</sup> , 2011
Approved by: Board of Directors
Applies to: All Alberta Certified Teaching Staff, Principal

**Objective:** The purpose of this policy is to guide the principal in selecting appropriate teachers for the school, manage and resolve conflict and carry out teacher discipline in accordance with this policy.

**Policy:** The School Authority must follow appropriate procedures in advertising, interviewing and hiring teachers. "Appropriate" procedure is defined as advertising only for the job required, filling out the job duties accurately, indicating hours and location of work and whether any overtime is required. The principal is generally responsible for hiring new teachers, however, any of the Directors may carry out the process of hiring a new teacher in accordance with this policy.

Disagreement is a natural part of life and it is important for all teachers to be treated fairly, in a timely manner and to ensure school operations are not impacted in any way due to any dispute or disagreement. There must be a procedure in place that guides the principal in following a fair course of action. The goal for this policy is prompt dispute resolution and the procedure should enable the principal to do so.

Teacher discipline is subject to the employment contract, the Code of Conduct Policy 6.0 and the School Act.

### **Procedure:**

#### **1. Hiring**

##### **i. Needs Assessment**

The principal must keep him or herself aware of any impending departures of teachers for any reason. It is not expected that the principal be aware of any teacher who has planned to seek employment elsewhere without first informing the principal in advance. Once the principal has become aware of any teacher who is leaving, then he or she must inform the support staff to post the job posting on the Internet.

##### **ii. Job Advertisement**

The principal can make a request of support staff to post a position for a teacher on the Internet, newspaper or newsletter. This posting must contain the following details: the hours of work, pay, days of work, location, requirement for possessing a valid Alberta

Teaching Certificate and a satisfactory background check.

iii. Interviewing

Once job candidates have been selected, they can be scheduled for an interview. During the interview, the principal must ensure the candidate teacher is knowledgeable in the School Authority's mission and vision, its operations and the 3 Year Education Plan. Questions relating to the candidate's previous experience, educational background and extra curricular activities are also relevant.

iv. Employment Contract

Once the principal has selected an appropriate candidate for the job, he or she can make a recommendation to the Board of Directors. The Board of Directors will then provide a copy of the employment contract to the candidate. The candidate is solely responsible for reading and understanding the employment contract in its entirety. Once the candidate has read the contract, then he or she may sign it. The original signed contract by the candidate is to be provided to the Board of Directors. Each member of the Board of Directors must sign the employment contract for it to be valid and effective. Two copies of the employment contract must be signed by the Board of Directors and the candidate. One copy of the employment contract must be given to the teacher and one kept at the school in employee file.

A teacher must provide his or her background check and a valid Alberta Teaching Certificate before he or she can start teaching at the school.

2. Dispute Resolution

Essentially, there are three levels of dispute resolution available to the teachers. Teachers can carry out dispute resolution through either of the first two channels. If a teacher feels a fair resolution to their concern was not met, then they can approach the Board to resolve their dispute.

i. Internal Dispute Resolution

Teachers are encouraged to work amongst themselves to manage dispute or conflict. This means that professional disagreement, sharing of school resources, carrying out of non-instructional duties can be resolved through informal meetings or discussions. **It is strongly advised that teachers who are subject to verbal or physical harassment immediately notify the principal.**

ii. Principal Mediated Resolution

Teachers can approach the principal at any time as there is an open door policy at the school for matters relating to disputes and conflicts. Teachers must present only the facts, supported by any documented communication if possible. The principal is encouraged to keep an eye towards overall pattern of teacher behaviour before carrying out any mediation or making a decision. However, matters relating to health and safety, harassment, unexcused absence, conduct unbecoming of a teacher, negligence in carrying out instructional and non-instructional duties can result in immediate dismissal without notice. Furthermore, any potential threat can result in immediate dismissal of the teacher without notice by the principal as per the School Act.

iii. Appeal to The Board of Directors

Teachers can approach the Board if they are not satisfied with the decision made by the principal. The principal must meet with the Board and explain the situation, along with any supporting documentation or communication (electronic or otherwise). The Board will then ask the teacher(s) about their concerns and make a decision regarding any dispute or conflict in accordance with both this Policy and the employment contract signed by the teachers. The Board will honour and uphold a valid decision made by the principal. Matters relating to instructional performance is outside the jurisdiction of the Board and thus, it cannot override the principal's decision.

**3. Teacher Discipline**

i. Notice to the Teacher

Any matter which is not related to health and safety, harassment, unexcused absence, conduct unbecoming of a teacher, negligence in carrying out instructional and non-instructional duties can be dealt through meeting with the principal and deciding on behavioural or professional improvement over time. The principal must monitor the teacher to ensure that unacceptable conduct does not continue. Notice can be given through Email and will be considered official as long as the originating Email address belongs to the principal. Continued unacceptable conduct will result in dismissal. Any potential threat can result in immediate dismissal of the teacher without notice by the principal as per the School Act.

ii. Dismissal

Matters relating to health and safety, harassment, unexcused absence, conduct unbecoming of a teacher, negligence in carrying out instructional and non-instructional duties will result in immediate dismissal. No notice will be provided in such a situation.

Any potential threat can result in immediate dismissal of the teacher without notice by the principal as per the School Act.