



Catholic Schools of Whitehorse

Addendum to Staffing Protocol for Posting and Filling Vacancies in the Catholic Schools of Whitehorse

The Yukon Act and the Education Act provide the legal framework and authority for the development and delivery of Catholic Education. The Catholic schools of Whitehorse are part of the Yukon public school system. An applicant for a teaching position in these schools is required to produce a current baptismal certificate, a current Roman Catholic pastoral reference and a current teacher faith letter.

Arising out of the agreement between the Department of Education and the Episcopal Corporation of the Diocese of Whitehorse, this document outlines the additional protocol to the existing recruitment procedures outlined in the Staffing Protocol prepared by Human Resources Services, Department of Education.

Preamble

This document ensures that the unique needs of the Catholic Schools of Whitehorse are given due consideration within the Human Resources procedures. This protocol reflects the principle that the dynamic delivery of Catholic Education depends upon committed Catholic educators. In addition to the priorities outlined in the Yukon Education Staffing Protocol, additional hiring priority is given to Catholic candidates for the Catholic Schools of Whitehorse.

Addendum 1: Procedures for approval of Pastoral References

1. All postings for positions in the Catholic Schools of Whitehorse shall require candidates to submit a current baptismal certificate, a current Roman Catholic pastoral reference, and a current teacher faith letter.
 - a. Current is defined as being dated within six months of the posting date.
 - b. A Roman Catholic pastoral reference is one that is prepared by a Roman Catholic pastor.
 - c. A candidate's baptismal certificate, pastoral reference and faith letter are filed and recorded separately in the inventory of Catholic candidates, and they are not to be shared with the Principal, or used for any other purpose but to determine whether the teacher is given preference as a Catholic candidate by the Office of the Bishop of the Diocese of Whitehorse.
 - d. Pastoral letters prepared by non-Roman Catholic pastors will not be forwarded to the Bishop for approval and therefore not used to determine a candidate's suitability for a position.
2. Upon receipt of an application package, Human Resources Services will advise candidates if their pastoral reference or teacher faith letter is not current.

3. Upon receipt, all current baptismal certificates, pastoral references and teacher faith letters shall be immediately submitted by Human Resource Services to the Bishop, for approval. It is the responsibility of the Bishop to check all pastoral references. The term Bishop refers to the Office of the Bishop of the Diocese of Whitehorse.
4. The approval of the Bishop is indicated in the appropriate space on the pastoral reference form. The Bishop will ensure that all baptismal certificates, pastoral references and faith letters are returned to Human Resource Services within a timely fashion.
5. Once approval is received, Human Resources Services will indicate the candidate is approved on the list of candidates in the application file.
 - a. If a candidate is considered approved for one posting, this approval extends to all postings until the baptismal certificate, pastoral reference and/or teacher faith letter are no longer current.
6. Human Resource Services will then forward the file to the hiring principal.
7. The hiring principal, in consultation with the Teacher Recruitment Coordinator will short-list the file, giving appropriate priority to those candidates who are approved.
 - a. For determinate positions, should the principal and Teacher Recruitment Coordinator determine that there is no suitable approved candidate, non-approved candidates may be considered.
 - b. For indeterminate positions, should the principal and Teacher Recruitment Coordinator determine that there is no suitable approved candidate, then the Bishop will be consulted by the hiring principal as to how to proceed (eg. reposting the position nationally, reposting as temporary, consideration of non-approved teachers for position, etc.).
8. All other procedures in the Recruitment Procedures will be followed.

Addendum 2: Placement and Transfer of Indeterminate Teachers

Only Catholic candidates with a current baptismal certificate, a current pastoral reference and a current teacher faith letter will be considered for transfer into the Catholic Schools of Whitehorse. The lack of any or all of this documentation will be sufficient reason to deny a transfer.

Permanent transfers **within** the Catholic Schools of Whitehorse shall not require a Roman Catholic pastoral reference, a baptismal certificate or a faith letter.

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

Addendum 3: Recruitment of Teachers, New Hires

Candidates who are suitably qualified for the advertised position will be considered in this order:

1. First Nations candidates who apply to their traditional territory as defined in their Land Claims Final Agreement with a current Roman Catholic pastoral reference, baptismal certificate and teacher faith letter;
2. First Nations candidates who submit a current Roman Catholic pastoral reference, baptismal certificate and teacher faith letter;
3. Indeterminate education assistants, remedial tutors and aboriginal language teachers in good standing with three or more years of continuous service in the same school who submit a current Roman Catholic pastoral reference, baptismal certificate and teacher faith letter;
4. Temporary teachers who submit a current Roman Catholic pastoral reference, baptismal certificate and teacher faith letter;
5. All other applicants with a current Roman Catholic pastoral reference, baptismal certificate and teacher faith letter.

If no qualified candidate with a current Roman Catholic pastoral reference can be identified for the position advertised, then a candidate will be considered in this order:

1. First Nations candidates who apply to their traditional territory as defined in their Land Claims Final Agreement;
2. First Nations candidates;
3. Indeterminate education assistants, remedial tutors and aboriginal language teachers in good standing with three or more years of continuous service in the same school;
4. Temporary teachers;
5. All other applicants.

Addendum 4: Paraprofessionals and Aboriginal Language Teachers

The guidelines and procedures for Paraprofessionals and Aboriginal Language Teachers will reflect the previous addendum (*see Addendum 3 - Recruitment of Teachers*).