

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 400 – Professional Recruitment and Hiring	
Related LCSDF AP's	AP 430 – Human Resources Development	
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 174, 175, 198, 200, 209, 231 <i>The Registered Teachers Act, 2015</i> section 19	
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Background

Lloydminster Catholic School Division's teacher selection process ensures teachers hired for the Division are pedagogically highly skilled, committed to Catholic Education, and dedicated to the service of students.

Procedures

1. Factors to be considered in the selection of teachers are as follows:
 - 1.1. Commitment to growth in Catholic Education;
 - 1.2. Personal qualities including effective interpersonal relationships, sensitivity, empathy, ability to work with others, communication skills, integrity and ability to exercise sound professional judgment;
 - 1.3. Professional training and experience;
 - 1.4. Professional achievements and contributions;
 - 1.5. Ability and qualifications; and,
 - 1.6. Information obtained from professional references.
2. The Director of Education or designate shall coordinate staff recruitment and selection in a collaborative manner with those involved in the decision-making process.
3. The recruitment process shall maintain positive public relations, the good reputation of the Division, and meet the standards of excellence of the Division.
4. Recruitment
 - 4.1. Principals shall advise the Director or designate on current and projected staffing requirements.
 - 4.2. The Director or designate assesses all options for professional roles when a continuing contract position becomes vacant or newly created in the following manner:
 - 4.2.1. Teachers may be reassigned within and between schools;
 - 4.2.2. Continuing contracts may be offered to teachers currently on temporary or replacement contracts within the Division;
 - 4.2.3. Positions may be filled in reference to the recruitment strategies defined in AP 430 Human Resource Development; and,

- 4.2.4. Positions may be advertised internally and externally for open competition.
- 4.3. The Director or designate may hire personnel who are not of the Catholic faith when qualifications for the advertised position exceed all Catholic candidates. With a continuing contract, it is expected that a non-Catholic employee lives their own faith honestly and support the teachings of the Catholic faith within their professional responsibilities.
- 4.4. Teachers are expected to:
 - 4.4.1. Publicly support the school division's philosophy, policies, and programs,
 - 4.4.2. Undertake to follow in and out of school, a lifestyle and deportment in keeping with the principles of the Gospel and the teachings of the Roman Catholic Church,
 - 4.4.3. Take seriously the spiritual dimension of their lives, understanding that this includes identification with St. Anthony's Parish and participation in the life of the Church, and
 - 4.4.4. Adhere to Catholic faith teaching within their formal instructional responsibilities and in their informal interactions with students.
5. All offers of employment are contingent upon proof of the following conditions being met:
 - 5.1. Submission of a Criminal Record Check with Vulnerable Sector Check dated within 180 days from the date of "offer of employment".
 - 5.2. The teacher must provide an original of all university transcripts.
 - 5.3. The teacher must provide a copy of appropriate teacher certification or authority to teach from the Saskatchewan Professional Teachers Regulatory Board.
6. The Director or designate shall interview candidates and conduct reference checks. The Director or designate shall make the final decision and offer the teacher the appropriate teaching contract.
7. All employment offers and/or contracts shall be confirmed in writing over signature of the Director or designate. All appointments shall be to the employment of the Division and not to a specific school.
8. All offers of employment shall be conditional upon receipt of a criminal record check, official verification of required professional qualification. Documentation shall be provided to the Director or designate within the timelines requested and must be obtained at the expense of the prospective staff member.
9. Recruitment of French Immersion Teachers
 - 9.1. The recruitment of French Immersion teachers presents significant challenges for both Alberta school districts and Saskatchewan school divisions. As a result, we are offering a relocation allowance for French Immersion teachers who are offered and accept a contract in our school division.

To support French Immersion teachers and administrators in moving to Lloydminster, LCSD will provide French Immersion teachers a relocation allowance in the following manner: \$2,000 will be paid to the successful applicant, in two \$1000.00 installments – the first

being issued in November of their first year in LCSD and the second \$1000.00 installment in January of the teacher's first year in LCSD.

The teacher will agree to two years return in service. If this service is not completed, the relocation allowance will be deducted from the teacher's final paycheck.

- 9.2. Support for undergraduate recruitment of French Teachers is defined in AP 430 – Human Resource Development (Section 3: French Immersion Teacher Candidate Recruitment.)