Toronto District School Board

Policy P098

Title: **TEACHER HIRING**

Adopted: April 21, 2021

Effected: April 21, 2021

Revised: N/A

Reviewed: N/A

Authorization: Board of Trustees

# RATIONALE

The Teacher Hiring Policy (P098) supports implementation of the Ministry of Education’s Policy/Program Memorandum (PPM) 165: School Board Teacher Hiring Practices. The Policy is aligned with the TDSB’s Equity Policy (P037), Employment Equity Policy (P029), Employee Conflict of Interest Policy (P057) and supports a commitment to fair hiring practices based on qualifications and merit as well as equity and diversity.

# OBJECTIVE

To set out requirements for fair, consistent, and transparent hiring of teachers.

# DEFINITIONS

*Board* refers to the Toronto District School Board, which is also referred to as the “TDSB”.

*Lived Experience* refers to a member of a marginalized group. TDSB considers these members to be a valuable asset and encourage applications from candidates with diverse backgrounds, including but not limited to: First Nations, Métis and Inuit peoples, and all other Indigenous peoples; members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, place of origin, sexual orientations, gender identities, and gender expressions; and persons with visible and/or invisible (physical and/or mental) disabilities.

*Merit,* for the purpose of this Policy, refers but is not limited to: formal qualifications and credentials, professional skills and aptitudes including lived experiences, skillsets, backgrounds and varied work experience that may be considered valuable to the position (e.g. unique perspectives of under-represented groups, such as Indigenous peoples, Black or other racialized people, people with a disability), the ability to speak multiple languages in addition to English or French, working with diverse communities locally or abroad, ability to lead a school band, theatre arts, lead extra-curricular activities, etc., and professional experience outside of the classroom.

*OCT* is the Ontario College of Teachers.

*TDSB* is the Toronto District School Board, which is also referred to as the “Board”.

# RESPONSIBILITY

The Director of Education holds primary responsibility for the implementation of this Policy. Within the Director’s Office, the responsibility for the coordination and day-to-day management of the Policy is assigned to the Associate Director, Leadership, Learning and School Improvement and the Executive Officer, Employee Services.

# APPLICATION AND SCOPE

This Policy applies to all teacher candidates and employees of the Board, including but not limited to Employee Services staff, hiring managers, superintendents, principals and teachers.

# POLICY

## General Requirements

### Any assignment or appointment of a person to a teaching position will:

#### be in accordance with applicable laws, including the *Ontario Human Rights Code,* PPM 165, and collective agreements; and

#### uphold the principles mandated in Regulation 298 of the Education Act, including those related to teacher qualifications and providing the best possible education program for students.

## Qualifications and Merit

### Selection and evaluation criteria for teaching positions will include:

#### demonstrated experience and commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning environment;

#### demonstrated experience or time spent in a particular school;

#### suitability for a particular assignment; and

#### additional experience, skills, backgrounds, lived and work experience.

### The Board recognizes the importance of supporting newly qualified teachers and is committed to supporting their career pathways.

## Diversity, Equity and Human Rights

### The TDSB is committed to the promotion of human rights, anti-discrimination and equity to achieve a diverse and representative teacher workforce to meet the needs of a diverse student body. The TDSB will set targets for underrepresented groups in new teacher hiring, in order to achieve a more representative teacher workforce.

### The TDSB will intentionally work to identify and remove barriers for Indigenous peoples and equity-seeking groups at each stage of the hiring process. This involves examining each part of the process – from setting job requirements and employment conditions to establishing the recruitment, application, screening, interview, and selection processes so that no stage creates a barrier for candidates.

## Employment Mobility

### The Board will provide equal opportunity to all OCT certified teachers to apply for any position (occasional, long-term occasional, or permanent) for which they are qualified irrespective of where they are currently employed.

## Fairness and Transparency

### To support a fair and transparent process for candidates, the TDSB will:

#### adhere to the Employee Conflict of Interest Policy (P057) to ensure the entire hiring process avoids any conflicts of interest, including nepotism and favoritism;

#### adhere to legitimate job requirements and qualifications, while following the requirements in Regulation 298;

#### uphold a clear process and criteria for all aspects of teacher hiring, including setting job requirements, postings, outreach and recruitment, application, screening, interview, and selection process (and the communication of all aspects);

#### consistently track and communicate with applicants;

#### ensure demographically diverse hiring panels that draw on the different experiences, skill sets, and educational and professional backgrounds in the Board;

#### use more than one source to evaluate candidates and use structured evaluation criteria, questions and tools that prevent interview and selection bias;

#### provide constructive interview feedback for candidates, upon request;

#### provide accommodation based on needs related to the Human Rights Code; and

#### disclose information to the appropriate bargaining units.

## Data Collection and Analysis

### The Board will collect and analyze teacher workforce demographic data to support implementation of this Policy.

### The quantitative data will be used for regular reviews and continuous improvement of employment systems, including for identification and removal of barriers for potential candidates.

# SPECIFIC DIRECTIVES

The Director of Education is authorized to issue operational procedures to implement this Policy.

# EVALUATION

This Policy will initially be reviewed within the first year after the effective date, and subsequently, at a minimum every four (4) years.

# APPENDICES

* NA

# REFERENCE DOCUMENTS

Legislation:

* Regulation 298: Operation of Schools – General
* *Ontario Human Rights Code*

Policies:

* Employee Conflict of Interest (P057)
* Employment Equity (P029)
* Equity Policy (P037)

Procedures:

* N/A

Other Documents:

* PPM 165: School Board Teacher Hiring Practices