

# Toronto District School Board

Policy P0xx

Title: **TEACHER HIRING**

Adopted: TBD

Effectuated: TBD

Revised: N/A

Reviewed: N/A

Authorization: Board of Trustees

## 1. RATIONALE

The Teacher Hiring Policy (P0xx) 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.

## 2. OBJECTIVE

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

## 3. 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”.

#### **4. 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.

#### **5. 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.

#### **6. POLICY**

##### **6.1. General Requirements**

- 6.1.1. Any assignment or appointment of a person to a teaching position will:
  - (a) be in accordance with applicable laws, including the *Ontario Human Rights Code*, PPM 165, and collective agreements; and
  - (b) 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.

##### **6.2. Qualifications and Merit**

- 6.2.1. Selection and evaluation criteria for teaching positions will include:
    - (a) demonstrated experience and commitment to creating a safe, inclusive, equitable, accessible, and high-quality learning environment;
    - (b) demonstrated experience or time spent in a particular school;
    - (c) suitability for a particular assignment; and
    - (d) additional experience, skills, backgrounds, lived and work experience.
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- 6.2.2. The Board recognizes the importance of supporting newly qualified teachers and is committed to supporting their career pathways.

**6.3. Diversity, Equity and Human Rights**

- 6.3.1. 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.
- 6.3.2. 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.

**6.4. Employment Mobility**

- 6.4.1. 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.

**6.5. Fairness and Transparency**

- 6.5.1. To support a fair and transparent process for candidates, the TDSB will:
  - (a) adhere to the Employee Conflict of Interest Policy (P057) to ensure the entire hiring process avoids any conflicts of interest, including nepotism and favoritism;
  - (b) adhere to legitimate job requirements and qualifications, while following the requirements in Regulation 298;
  - (c) 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);
  - (d) consistently track and communicate with applicants;
  - (e) ensure demographically diverse hiring panels that draw on the different experiences, skill sets, and educational and professional backgrounds in the Board;
  - (f) use more than one source to evaluate candidates and use structured evaluation criteria, questions and tools that prevent interview and selection bias;
  - (g) provide constructive interview feedback for candidates, upon request;

- (h) provide accommodation based on needs related to the Human Rights Code; and
- (i) disclose information to the appropriate bargaining units.

**6.6. Data Collection and Analysis**

- 6.6.1. The Board will collect and analyze teacher workforce demographic data to support implementation of this Policy.
- 6.6.2. 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.

**7. SPECIFIC DIRECTIVES**

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

**8. EVALUATION**

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

**9. APPENDICES**

- NA

**10. 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