



**DURHAM CATHOLIC
DISTRICT SCHOOL BOARD**
Learning and Living in Faith

POLICY – PO325

Appointment to Positions of Academic Responsibility

Area: Human Resource Services
Source: Superintendent of Human Resource Services

Approved: September 27, 2011
Revised:

1. Introduction

Effective Catholic leadership is essential in the achievement of the teaching and learning goals of a Catholic education system. The appointment of individuals to a variety of academic leadership roles requires a rigorous and comprehensive selection process to ensure the best opportunities for student success.

2. Definitions

Positions of Academic Responsibility shall include Coordinator, Consultant, Resource Teacher, Curriculum Chair, and any other position of academic responsibility that is created by the Board from time to time.

3. Purpose

The purpose of this policy and related administrative procedures is to identify the process and expectations that ensure equal opportunity to positions of academic responsibility within the Durham Catholic District School Board.

4. Application / Scope

This policy applies to all employees and other applicants for positions of academic responsibility within the Durham Catholic District School Board.

5. Principles

- 5.1 The Board acknowledges its responsibility in educating students to contribute their God-given talents in service to others and believes that effective and qualified Catholic leaders are essential in achieving this goal.

- 5.2 The Board believes that qualified candidates to positions of academic responsibility must exemplify values and practices consistent with Catholic teachings and beliefs as a pre-requisite for application. Consideration of applications to positions of academic responsibility will be based on demonstrated ability, knowledge and expertise required to perform the duties of the position.

6. Requirements

- 6.1 The Director of Education or designate shall develop administrative procedures to support the implementation of this policy.
- 6.2 Candidates must have the necessary qualifications as determined by the Board.
- 6.3 Candidates will be required to submit a pastoral reference dated within the last year (Form Number AF325-2A).
- 6.4 All employees and prospective employees shall have access and opportunity to positions of academic responsibility within the Board subject to the principles and requirements of this policy.

7. Sources

Nil

8. Related Policies and Administrative Procedures

- 8.1 Application to the Position of Curriculum Chair Administrative Procedure (AP325-1)
- 8.2 Application to the Leadership Position of Consultant/Coordinator Administrative Procedure (AP325-2)