



**HIRING OF TEACHERS AND ADMINISTRATORS**

**Category:** Human Resources

**Effective:** January 2022

**Policy Statement**

ASD-W is committed to the hiring and placement of qualified, dedicated, and competent educators to fulfill their roles and responsibilities towards the delivery of quality programs and services for students. The District will follow all regulations and Collective Agreements to support an effective, fair, and efficient hiring process.

**Procedures**

1. Staffing for permanent (Schedule B) teachers. (reference NBTF Collective Agreement).
2. Staffing of term (Schedule C, D, E) teachers. (reference NBTF Collective Agreement, NB Employment Standards).
3. Staffing for long term substitute teachers. (reference NBTF Collective Agreement).
4. Staffing for School Administrators – Principal / Vice Principal (reference NBTF, Education Act / Regulations). The PSSC Chairperson (or Delegate) is invited to be part of the hiring process for administrative positions.
5. Staffing for Supplementary Position of Responsibility (SPR) (reference NBTF Collective Agreement).

**Reference**

- [New Brunswick Teachers' Federation Collective Agreement](#)
- [New Brunswick Education Act](#)
- [New Brunswick Regulations 2004-8](#)