

[Policy Home](#)

[Section G Index](#)
[GCF](#)

Protocol for Hiring Teaching Staff for Pine Creek School Division

1. Internal reassignments at the school level are the responsibility of the school principal in consultation with the superintendent and/or assistant superintendent.
2. The need for reassignment/redeployment of a teacher within the division is the responsibility of the superintendent in consultation with the principal.
3. Short term positions will be filled by the superintendent in consultation with the school principal.
4. If 1. and 2. are completed/not necessary, applications will be invited from the following:
 - a. Teachers under “**Teacher General**” contracts to the division
 - b. Teachers under **Term Teacher General** contracts providing they have been through the division’s interview process

Teachers with a Teacher General contract will be given priority consideration for any vacant teaching position within the division. Teachers with a Term Teacher General contract will be considered only if the vacant position is not filled by a teacher with a Teacher General contract.

A teacher within the division will be considered for a transfer/Teacher General contract if he/she possesses the necessary qualifications, skills and experience to fill the vacant position.

Applications from within the division will be evaluated by the school principal of the school where the vacancy exists and the superintendent. Interviews may be conducted for the position.

5. If a suitable candidate is still not determined from any of the steps above, the vacant position will be opened to external candidates. Applications from external candidates will be reviewed and short-listed by the school principal in consultation with the superintendent. Interviews, as per procedures, will be conducted to select a teacher to fill the vacant position.