



## Authority Policy 5002

### STAFFING

**Effective Date:** January 2012

**Revisions:** April 2014

**Reviewed:**

#### 1. Preamble

1.1 KidsAbility School Authority, in compliance with all legislation in the Ontario Human Rights Code, 1990, aims to ensure that all members of the instructional, support and supervisory staff are employed and/or promoted solely on the basis of qualifications, merit, and professional ability, recognizing that it is the aim of the Board to attract, develop, retain competent employees in all job classifications, and reflect the diversity of the Waterloo Region community.

#### 2. Hiring

Teachers hired by KidsAbility School Authority must:

2.1 be certified by the College of Teachers,

2.2 be qualified in Special Education Part I,

2.3 have or will complete the Special Education Specialist certification within five years of employment with KASA,

2.4 Preference will be given to those with two or more years of cumulative teaching experience, and experience with kindergarten and/or primary classes and special needs children.

#### 3. Criminal Background Check

3.1 All applicants for employment with the board will be advised that it will be a condition of any offer of employment that the applicant provide a Criminal Background Check under the *Criminal Records Act* (Canada) prior to starting employment with KidsAbility School Authority.

3.2 The Criminal Background Check shall consist of information regarding outstanding charges and/or convictions for which a pardon has not been granted or for which a pardon has subsequently been revoked.

3.3 The criminal background check shall be dated within six months prior to the start of employment, and be issued by the Royal Canadian Mounted Police, the Ontario Provincial Police, or another Ontario police service.

3.4 Any fee charged for issuing a criminal background check shall be the responsibility of the applicant.

3.5 The criminal background check shall be submitted to the Principal or designate following receipt of an offer of employment from the board, and reviewed by the Principal or designate prior to the start of employment with the board. The board will not knowingly employ any person with a record of a criminal conviction for which a pardon has not been granted, or for which a pardon has subsequently been revoked.