

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**ADMINISTRATIVE PROCEDURE: SELECTION AND APPOINTMENT OF
PROFESSIONAL STAFF**

<i>PROCEDURE CODE:</i>	<i>504 AP 001</i>
Policy Reference: 504 - Staff Selection, Assignment, Evaluation and Termination	

PROCEDURE

1. Teachers are employed by the Division, and under most circumstances will be assigned to one school.
2. Teachers employed by the Division must hold an Alberta Teaching Certificate.
3. In addition to academic preparation, an applicant's experience(s), area(s) of specialization, and general suitability for an assignment shall be considered.
4. The anniversary date shall be the first date of the new school year, except as dictated otherwise by salary agreement or policy.
5. The onus for providing appropriate documentation rests with the teacher.
6. A teacher who resigns from the Division's employ and subsequently is re-employed by the Division will serve a further probationary period. This will reset their seniority with the Division for the purposes of Procedure 504 AP 003 – Reduction of Staff. However, for the purposes of Policy 522 – Staff Recognition and Celebration, staff will be recognized for total years of service.
7. A teacher may be engaged to fill a teaching position with one of the following contracts as described in the Alberta Education Act.
 - 7.1. Temporary
 - 7.2. Interim
 - 7.3. Probationary
 - 7.4. Continuous
 - 7.5. Part-time
 - 7.6. Substitute

8. A continuous contract may be granted to a teacher who has completed at least one full school year, or 200 full-time equivalent days, of satisfactory teaching with the Division.

REFERENCES

[504 AP 003 – Reduction in Professional Staff](#)

[Policy 522 – Staff Recognition and Celebration](#)

Alberta Education – Education Act

Approved: May 17, 2005

Revised: January 9, 2017

