



## STAFF PERSONNEL



Island Catholic Schools

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### SUPPORT STAFF HIRING AND APPOINTMENT

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- 3.3 Interviews will be conducted by a selection committee comprised of the school Principal, parish priest or representative, a member of the Local School Council and others deemed necessary by the Principal.  
(NOTE: Selection Committee for Out of School Care positions can be comprised of the Early learning Centre Manager and the Principal.)
4. With respect to character and religious affiliation:  
The applicants in contact with students should:
- be a baptized Catholic
  - display exemplary character and a faithful fulfillment of religious practice common to all members of the Catholic faith, display a willingness to support the religious program, as approved by the Bishop of Victoria,
  - have completed a program of religious education acceptable to the diocesan authority, or agree to complete the requirements of the diocesan faith formation program for employees within the first two years of employment,
  - be willing to take the necessary steps to upgrade or maintain a level of religious knowledge and understanding appropriate to an employee working in a Catholic school.
- (see Section 7 with reference to applicants of other faith denominations)
5. With respect to health:  
The applicant must:  
be in good health, sufficient to perform his/her duties as required  
be prepared to provide a copy of a recent medical examination, if requested.
6. An interview questionnaire, job description for the position and minimum criteria will be prepared by the Superintendent or Principal and made available for the selection committee.

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The following factors should be taken into consideration in interviewing applicants for positions:

if the position requires the person to be in direct contact with students, the applicant should be a practicing Catholic, i.e. baptized and an active member of a Catholic parish community,

suitability of the applicant for the position with respect to:

- o position and assignment
- o present and future needs of the school,
- o training, experience, and academic background suitable to the position,

voice, fluency, correct usage and enunciation of language, suit

