

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD  
POLICIES AND PROCEDURES  
SECTION D: STAFF AND VOLUNTEERS**

<b>EMPLOYMENT AND EXPECTATIONS OF NON-ACADEMIC STAFF</b>	<b>PROCEDURE</b>
<b>EFFECTIVE:</b> 2000 12 01 / 2005 05 24 / 2013 04 23	

**ADMINISTRATIVE PROCEDURES**

**1.0 Responsibility**

- 1.1 The Superintendent responsible for Human Resources shall ensure that the hiring of non-academic staff is compliant with this policy.

**2.0 Expectations**

Non-academic staff hired by the Board will:

- 2.1 Support the education of our students in keeping with the Mission and Vision of Catholic education;
- 2.2 Understand the distinctive expectations of non-academic staff in a Catholic school system;
- 2.3 Support a positive sense of community;
- 2.4 Respect students, parents, colleagues and others and relate to them in a manner consistent with a Christian ethic;
- 2.5 Understand and support the Belief Statements of the St. Clair Catholic District School Board (Appendix A).

**3.0 Hiring Procedures**

The hiring procedures for non-academic staff will:

- 3.1 Ensure that the Board's selection process to fill vacancies in non-academic positions is based on qualifications, experience and merit and is in keeping with the applicable employment contract;
- 3.2 Ensure employees are hired and signed up in accordance with approved procedures.
- 3.3 Ensure employees have reviewed, understand and signed the *Expectations of Non-Academic Staff* document (Appendix B).

**4.0 Additional Information**

- 4.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, guidelines, operations and practices.

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**DEFINITIONS:**

**Belief Statements of the St. Clair Catholic District School Board** – The Belief Statements of the Board articulate the foundational principles and convictions of the Board expressed in four main pillars: faith, student success, equity in the delivery of education and public confidence in Catholic education. The document was developed through extensive consultation with all stakeholder groups from November 2010 through April 2012 and was formally adopted by the Board of Trustees on April 24, 2012.

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**APPENDIX A**

## We Believe.

We believe a faith-filled Catholic learning community is:

- Christ-centred and informed by Gospel teachings, in which we hold ourselves to high standards and act in service to others;
- one that together prays, learns, works and celebrates the sacraments;
- inclusive, accepting and respectful of all God's children;
- one that nurtures our spirituality and our potential, academically, physically, emotionally and socially, such that we become committed contributors to our schools, our families, our Church, our communities and our society.

We believe our students will be successful now and in the future when:

- we have high expectations for students, knowing that they will achieve their best, given sufficient time and support;
- guided by our Catholic faith in a rapidly changing society, we teach students to be effective, creative and ethical life-long learners;
- we prepare students in a digital world to be highly-skilled critical thinkers, collaborators, innovators, communicators and problem solvers;
- through our on-going critical reflection and use of current research-based teaching methods, we ensure instructional and assessment practices meet the needs of each student.

We believe we can reduce gaps in student achievement when:

- through early identification of students' learning needs, we provide focused instruction and individualized feedback;
- all partners in Catholic education, through collaboration, effective communication and teamwork, fulfill their commitment to meet the unique needs of every student;
- staff are supported with the necessary resources and professional learning;
- we create a safe learning environment, in which all students know they belong, voice their needs, build on their individual gifts and take ownership of their own learning.

We believe the public has confidence in Catholic education when:

- our students demonstrate growth towards the goals expressed in the Ontario Catholic Graduate Expectations\* and we celebrate their accomplishments and contributions to our communities;
- with our partners in Catholic education, we encourage our students to excel and to develop their God-given talents, to enhance their lives, their families, the Church, their communities and our society;
- we are accountable and transparent in our decision-making and we are responsible stewards of our resources;
- we are a nurturing, inclusive Catholic learning community founded on Gospel values, in which safety and well-being are paramount.

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**APPENDIX B**

**EXPECTATIONS OF NON-ACADEMIC STAFF**

The St. Clair Catholic District School Board believes that all non-academic staff should understand the distinctive expectations of non-academic staff in its Catholic school system.

1. The schools of the St. Clair Catholic District School Board exist to provide a Catholic educational environment that fosters and guides the spiritual, intellectual, aesthetic, physical and social development of students to enable them to live and contribute as responsible Catholic citizens in society. Hence, the Board expects all staff to understand and support this purpose.
  
2. These expectations affirm the deep commitment that clergy, trustees and parents have for the spiritual development of the students in our Catholic schools. Therefore, as a Catholic community, the Board expects non-academic staff to:
  - demonstrate behaviours and conduct that are consistent with and support the mission of Catholic education and the Belief Statements of the St. Clair Catholic District School Board (Appendix A);
  - support a positive sense of community;
  - respect students, parents, colleagues and others and relate to them in a manner consistent with a Christian ethic.

**This confirms that I have reviewed, understand and agree to act in accordance with these expectations:**

\_\_\_\_\_  
**Name (Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witness (Board Official Signature)**

*Distribution: Original form to be returned to Employee Services – Non-Teaching  
c.c: Employee*