
		Commission scolaire English-Montréal <hr/> English Montreal School Board
POLICY:	RECRUITMENT, EMPLOYMENT AND ASSIGNMENT OF INSTRUCTIONAL PERSONNEL IN THE ADULT EDUCATION SECTOR	CODE: AEVS-2
Origin:	Adult Education and Vocational Services	
Authority:	Resolution #84-11-28-4-C6	
Reference(s):		

1. The Board shall recruit, employ and assign such instructional personnel as it deems necessary in order to ensure that the best possible instruction is available to the adult education students.
2. The engagement of instructional personnel in the Adult Education Sector shall be governed, in all cases, by Chapters 11 and 13 of the existing Collective Agreement.
3. After the provisions of Chapters 11 and 13 have been met, the following procedures shall be initiated:
 - a. The Board shall take into account the needs of the Adult Education Sector which it administers, the particular characteristics of its centres, or of its classes, and the qualifications and preferences of personnel applying for instructional positions in the Adult Education Sector in order to most effectively serve the needs of the pupils.
 - b. Before any assignments are made, personnel interested in an instructional assignment in the Adult Education Sector shall indicate their preferences as to the centre to which they would like to be assigned, the levels at which they would like to be considered for assignment, and the position they deem themselves capable of filling.
 - c. In the selection of instructional personnel and subsequent assignment, the Board shall take into account the qualifications, experience, competence, specific needs of the position(s) to be filled and the preferences and availability of each person who applies for an instructional position in the Adult Education Sector.

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PROCEDURE:	RECRUITMENT, EMPLOYMENT AND ASSIGNMENT OF INSTRUCTIONAL PERSONNEL IN THE ADULT EDUCATION SECTOR	CODE: AEVS-2.P
Origin:	Adult Education and Vocational Services	
Reference(s):		

PURPOSE

To provide the procedure for the assignment and hiring of instructional staff in the full-time and part-time sectors of the Adult Education and Vocational Services.

DEFINITIONS

1. *Full-time sector* indicates courses authorized by the Ministry of Education where instruction is for a minimum of fifteen (15) hours per week.
2. *Part-time sector* indicates those courses available to the general public where instruction is offered for less than fifteen (15) hours per week. This sector includes government-subsidized courses which are available to those clients meeting the eligibility requirements as established by an authorized government authority, but who are recruited by the Adult Education and Vocational Services.

PROCEDURE

Full-Time Sector - Assignment and Hiring of Instructional Staff

In the assignment of instructional staff, so as to ensure the best possible instruction for adult students in the full-time sector, the Adult Education and Vocational Services administration shall take into account:

1. Section 1-1.04 and section 1-1.05 of the Recruitment, Employment and Assignment of Instructional Personnel Procedure in the Adult Education Sector.

2. Instructional personnel presently employed in the full-time sector: The centre director's recommendations shall be sought and the instructors' past performances, as assessed by the Adult Education and Vocational Services' administration, shall be taken into consideration.
3. EMSB teachers who have applied (Form EC-147): Recommendations from the teachers' immediate administrative superiors shall be sought and considered.
4. All applicants who have applied for an instructional position (Form EP-9): In all cases, applications shall be acknowledged. Prior to assignment, personal interviews shall be conducted and, where required, references shall be followed up.
5. If after steps 1-4 have been carried out, there still remains a shortage of instructional staff in special disciplines (especially professional courses), a reasonable canvass, as determined by the Adult Education and Vocational Services' administration, of all possible sources of teachers shall be conducted.

All availability forms (Form EC-148) and application forms for full-time instructional positions in the full-time sector shall be reviewed, and recommendations for hiring specific instructors shall be presented to the Adult Services Officers' Committee by the assistant director in charge of the full-time sector. These instructors, approved by the Committee, are hired by the centre director under the authority of the assistant director of the full-time sector.

Full-Time Sector – Determination of Staffing Requirements

After confirmation by federal and provincial authorities of the number of students available for a professional course or for integration into academic individualized courses, the staffing needs shall be determined as follows:

1. *Vocational Courses*
A ratio of one instructor to fifteen students is the norm. The assignment may be divided into parts of the whole and, where authorized by the Ministry of Education, extra instructors may be assigned.
2. *Academic Courses*
The students shall be received at the centre, given placement tests indicating levels in core subjects and then integrated into ongoing heterogeneous groups or newly formed groups. Instructors shall be hired and assigned according to the number of students available, subject levels required and options preferred, as well as space availability and timetable exigencies.

Part-Time Sector – Assignment and Hiring of Instructional Staff

In the assignment of instructional staff, so as to ensure the best possible instruction for adult students in the part-time sector, the Adult Education and Vocational Services' administration shall take into account:

1. Section 1-1.04 and section 1-1.05 of the Recruitment, Employment and Assignment of Instructional Personnel Procedure in the Adult Education Sector.
2. Instructors who were with the part-time sector during the previous semester and who have reapplied (Form EC-145): The recommendations of the centre administrators shall be sought and the past performances of the instructors, as assessed by the Adult Education and Vocational Services' administration, shall be taken into consideration.
3. Regular EMSB teachers and substitute teachers who have applied (Form EC-146): Recommendations from teachers' immediate administrative superiors shall be sought and considered.
4. Non-EMSB instructional personnel, who have applied (Form EP-9): In all cases applications shall be acknowledged. Prior to assignment, personal interviews shall be conducted, and where required, references shall be followed up.
5. If, after steps 1-4 have been carried out, there still remains a shortage of instructional staff in special disciplines, a reasonable canvass, as determined by the Adult Education and Vocational Services' administration, of all possible sources of instructors shall be conducted.

All applications for part-time instructional positions in the part-time sector shall be reviewed and recommendations for hiring specific instructors shall be presented to the Adult Services Officers' Committee by the assistant director in charge of the part-time sector. These instructors, approved by the Committee, shall be hired by centre administrators under the authority of the assistant director of the part-time sector.

Part-Time Sector – Determination of Staffing Requirements

After registration of pupils takes place and the enrolment is known, the following needs shall be determined:

1. the number of classes in each specific discipline that are required, and the number of instructional personnel required for those classes;
2. the centres in which the courses shall be conducted;
3. the specific times for which instructional personnel shall be required.