



TEACHER CERTIFICATION POLICY

Purpose:

To ensure that all teachers at The Royal Canadian School in Cairo possess the necessary qualifications and certifications to provide high-quality education in alignment with Canadian standards, promoting academic excellence, and fostering student success.

Aims and Objectives: The primary aims and objectives of this policy are as follows

- be satisfactorily trained to teach
- be of good character and fitness
- meet the PEI and Ministry of Egypt *Standards*
- have a high standard of English competency
- have satisfactory recent teaching experience

Scope:

This policy applies to all teaching staff, including full-time, part-time, and substitute teachers, as well as teaching assistants. It is the responsibility of the school administration and Human Resources department to comply with teacher certification requirements

1. Certification Requirements:

- **Qualifications:** Specify the minimum educational qualifications required for teachers, including degrees, diplomas, or postgraduate qualifications in education or the subject they teach.
- **Teaching License:** Establish that teachers must possess a valid teaching license or certification issued by a recognized Canadian certification authority or an equivalent authority.
- **Subject-Specific Certifications:** Outline any specific subject-specific certifications or qualifications required for teachers in specialized subjects.
- **Language Proficiency:** Specify the language proficiency requirements, including English language proficiency, for teachers to effectively communicate and teach in the Canadian educational context.

2. Verification and Documentation:

- **Verification Process:** Describe the process for verifying the educational qualifications and certifications of teachers, including the verification of authenticity through recognized authorities or agencies.
- **Document Retention:** Establish procedures for collecting and retaining documented evidence of teacher qualifications and certifications, ensuring compliance with data protection and privacy regulations.



3. Professional Development and Continuing Education:

- Continued Professional Development: Emphasize the importance of ongoing professional development for teachers to enhance their knowledge, pedagogical skills, and familiarity with current educational practices and advancements.
- Professional Development Requirements: Set expectations for teachers to participate in regular professional development activities, including workshops, seminars, conferences, or courses relevant to their subject area or educational practice.

4. Recertification:

- Establish the requirements and timeline for recertification or license renewal in line with the regulations of the relevant Canadian certification authority or an equivalent authority.
- Define the process for teachers to provide evidence of continued professional development and meet the recertification requirements, ensuring compliance with the established timeline.
- Communicate the recertification process to teachers well in advance to allow for timely completion of any necessary steps.

5. Quality Assurance:

- Implement internal monitoring and evaluation processes to ensure that all teachers adhere to certification requirements throughout their employment, conducting regular checks and audits to maintain educational standards.
- Develop a corrective action plan or procedures to address any instances of non-compliance with certification requirements in a fair and supportive manner.

6. Communication:

- Communicate the teacher certification policy to all teaching staff, ensuring they are aware of the requirements and the process for compliance.
- Provide clear channels for teachers to seek guidance or clarification regarding certification requirements.

This policy will be reviewed regularly to ensure it still meets the needs for the RCS and whether any amendments are required to be made.