

MEMORANDUM

TO: All Candidates

FROM: Désirée Zambon, Human Resources Officer

DATE: September 21, 2018

RE: Hiring Competition – Elementary Occasional Teachers in Armstrong, Ontario

1 General Information:

- 1.1 We are accepting applications for English and French Elementary Occasional Teachers in Armstrong, Ontario. **Unqualified applicants will be considered.**
- 1.2 Selected applicants will be interviewed. Only those receiving an interview will be contacted. We thank you for your interest in employment with Lakehead Public Schools.
- 1.3 Successful candidates will be placed on the Board's **Elementary Occasional Teachers List – Armstrong**. Armstrong Public School is located approximately 250 kilometres north of Thunder Bay.
- 1.4 Current students with an anticipated graduation date of Spring 2019 are encouraged to apply.
- 1.5 Offer of employment is conditional upon the successful candidates providing a current, original Police Record Check dated within the past 6 months (including Vulnerable Sector Screening). Please **do not** include this document in your application package.

1 Required Documents:

- 1.1 Each candidate shall submit in the following order: (Use as your check list.)
 - Elementary Occasional Teacher Application Form – Armstrong. This form can be found on our website at <https://www.lakeheadschoos.ca/jobs>.
 - Cover letter and resume of qualifications and experience (no more than four (4) pages). Please address cover letters to Désirée Zambon, Human Resources Officer.

- Copy of Ontario College of Teachers – Certificate of Qualification (2017) or letter of successful completion of educational program if OCT pending (not required if current student).
- Two (2) recent teaching performance reviews, one of which **MUST** be written by a current supervisor or, copies of two (2) practice teaching reports if no teaching experience. In addition to performance reviews and/or practice teaching reports, letters of reference may also be included.
- Professional growth plan which includes two (2) achievable goals preferably in chart format. A sample can be found on our website at <https://www.lakeheadschoools.ca/jobs>.
- A minimum of two (2) references **including e-mail addresses** must be included in order for your package to be considered complete. Please enter this information in the reference section on Apply to Education.

3 **Application Procedure:**

- Visit the board website www.lakeheadschoools.ca and click on the Careers link.
- Locate the posting for Elementary Occasional Teachers - Armstrong and follow the *Click Here To Apply* link.
- To apply, select the Category “Teachers, Principals & Superintendents” and create your profile.
- Ensure you are applying to the correct job posting.
- Application packages will only be reviewed if submitted through Apply to Education. All other forms of application submissions will not be considered.