

MEMORANDUM

TO: All Candidates DATE: December 21, 2018

FROM: Désirée Zambon, Human Resources Officer

RE: **Internal/External Posting**
Available Teaching Position(s) Occasional Agreement(s) 2018-2019 School Year

The following position(s) are available as **Occasional Agreement(s)**. These positions are open for application from all teachers on Lakehead Public Schools' Elementary Occasional Teacher Roster as well as external applicants. As per O. Reg. 274/12, qualified teachers on Lakehead Public Schools' Elementary **L.T.O. Teachers List** will be given first consideration.

1. This posting is open to all qualified teachers and has been posted internally as well as externally.
2. Each candidate (LTO List included) shall submit: [Use as your checklist]
 - A cover letter indicating which position(s) you are applying for
 - resume of qualifications and experience arranged in chronological sequence
 - photocopy of Certificate of Qualification (2018)
 - one recent teaching performance review, or, practice teaching reports if no teaching experience
 - Names and telephone numbers of two references that may be contacted prior to the interview process and signed Reference Check Consent Form for F.O.I. purposes
3. Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact Human Resources so that appropriate arrangements may be made.
4. Please submit applications to:

Désirée Zambon, Human Resources Officer
Jim McCuaig Education Centre
Lakehead Public Schools
2135 Sills Street
Thunder Bay, ON P7E 5T2

Applications may be dropped off at main floor reception or emailed to elementaryhire@lakeheadschoools.ca. Please only choose with method of application submission. All electronic documents must be in PDF format.

Armstrong
Principal – Corey Dagenais

1.0 JK/SK

Anticipated Start Date: January 28, 2019

Anticipated End Date: June 28, 2019

Check out our video to see what it is like to work, live and grow in Armstrong!

<https://www.youtube.com/watch?v=5QFUms-DeOc>

An application package is required for each position you wish to apply for (i.e. if you wish to apply for three positions, three packages are required).

Please contact the principal(s) as listed with any questions surrounding the above posted assignments.

**DEADLINE FOR APPLICATIONS:
4:00 p.m., Friday, January 18, 2019**