

HIRING COMPETITION

SECONDARY OCCASIONAL TEACHERS

(Technology – Qualified and Unqualified and Mathematics)

1. General Information

- 1.1 We thank you for your interest in employment with Lakehead Public Schools. Due to the high volume of applications expected, only applicants receiving an interview will be contacted. Receipt of applications will not be acknowledged.
- 1.2 Successful candidates will be recommended for placement on the Roster of Secondary Occasional Teachers for short term occasional teaching assignments within our high schools.
- 1.3 Offer of employment is conditional upon the successful candidate providing a current, original Police Records Check including vulnerable sector screening (dated within the past six months). This document does not need to be included in your application package.
- 1.4 **Successful candidates must be available for assignments with Lakehead Public Schools in Thunder Bay for the 2021-2022 school year.**
- 1.5 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 accommodations@lakeheadschoools.ca so that appropriate arrangements may be made.

2. Required Documents

Please use this as your checklist as all of the following documents must be included in your application package. Please only submit the documents listed below. Incomplete applications will not be considered.

- Secondary Occasional Teacher Application Form. This form can be found on our website at <https://www.lakeheadschoools.ca/jobs> (or under the Careers tab on our website home page). Please only indicate all qualifications that appear on your Ontario College of Teachers' Certificate of Qualification.
- Cover letter indicating the position to which you are applying (eg., Secondary Occasional Teaching position).

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- Résumé of qualifications and experience arranged in chronological sequence.
- Copy of Ontario College of Teachers' Certificate of Qualification (Not Applicable if unqualified).
- Two (2) recent performance reviews (or TPAs), or if no teaching experience, copies of two (2) practice teaching reports. In addition to performance reviews or practice teaching reports, up to two letters of reference may also be included but are not a requirement (Not Applicable if unqualified).
- Professional growth plan which includes two (2) achievable goals preferably in chart format. A sample can be found on our website at <https://lakeheadschoools.ca/jobs>.
- Reference check consent form which MUST include valid e-mail addresses of your references. Failure to include e-mail addresses will result in your package being incomplete. This form can be found on our website at <https://www.lakeheadschoools.ca/jobs> (or under the Careers tab on our website home page).

3. Application Procedure

- Please email complete application packages to secondaryhire@lakeheadschoools.ca and address to:

Jenny Fenton
Lakehead District School Board
Jim McCuaig Education Centre
2135 Sills Street
Thunder Bay, ON P7E 5T2

- **Please submit one complete PDF document, named as your Last Name, First Name.**

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