



## Human Resources/Payroll Department

Jim McCuaig Education Centre  
2135 Sills Street Thunder Bay ON P7E 5T2  
Telephone (807) 625-5100

## **BULLETIN**

2023 09 26

TO: All Candidates  
FROM: Jenny Fenton, Manager of HR & Payroll

### **RE: AVAILABLE TERM POSITIONS – Lakehead Adult Education Centre**

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1. This posting is open to all qualified teachers. Positions have differing start and end dates (see below). Positions as well as the expected start and end dates are tentative dependent upon enrolment. Hours of work for each position will be confirmed once enrolment is known.
2. Each candidate shall submit: [Use as your checklist]
  - a cover letter;
  - a résumé of qualifications and experience arranged in chronological sequence;
  - a photocopy of their Certificate of Qualification (2023);
  - a signed Reference Check Consent Form containing the names and telephone numbers of two referees (attached).
3. Please email applications to: [secondaryhire@lakeheadschoools.ca](mailto:secondaryhire@lakeheadschoools.ca). Address application packages to: Jenny Fenton, Manager of Human Resources and Payroll, Lakehead District School Board, Jim McCuaig Education Centre, 2135 Sills Street, Thunder Bay, Ontario, P7E 5T2 by 4:00 p.m., Monday, October 2<sup>nd</sup>, 2023.

#### **1 Full Time Term Position**

##### **Adult Day Teacher - LAEC**

I/S English or I/S Math qualification(s) required

28.25 hours per week - 1.0 FTE

Monday to Friday

930am-1200pm/1245pm-315pm\*

\*includes 1 evening per week (TBD) from 400pm-630pm

Available Monday, October 2, 2023, to December 22, 2023

(Tentative with a possibility of extension)

#### **1 Full Time Term Position**

##### **Adult Day Teacher - LAEC**

I/S Math qualification(s) required

28.25 hours per week - 1.0 FTE

Monday to Friday

930am-1200pm/1245pm-315pm\*

\*includes 1 evening per week (TBD) from 400pm-630pm

Available Monday, October 2, 2023, to December 22, 2023

(Tentative with a possibility of extension)

**1 Part Time Term Position**

**Adult Day ESL Teacher - LAEC**

I/S English qualifications and ESL AQ Part 1 required  
13.75 hours per week\* - .486 FTE (Monday to Friday)

\*may include evenings (TBD)

Available October 30, 2023, to December 22, 2023 (Tentative  
with a possibility of extension)

**1 Part Time Term Position**

**Adult Day ESL Teacher - LAEC**

I/S English qualification(s) required

13.75 hours per week\* - .486 FTE (Monday to Friday)

\*may include 1 evening per week (TBD)

Available October 30, 2023, to February 29, 2024 (Tentative  
with a possibility of extension)



## REFERENCE CHECK CONSENT FORM

Pursuant to Section 29(1) of The Freedom of Information and Protection and Privacy Act, I \_\_\_\_\_ authorize Lakehead District School Board to contact the persons or organizations listed below for purposes of obtaining validation of experience, qualifications and employment references, including information contained in my personnel file(s). These persons are authorized to disclose such information.

**NOTE: Please print clearly. EMAIL ADDRESSES ARE PREFERRED.**

Name of Reference	Employer	Position	Telephone No.	Email address
*Author of Performance Review or Practice Teaching Reports				

\*This section ***must be*** completed by teaching/promotional candidates. Offers of employment are conditional upon verification of qualifications and work experience.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature