

HIRING COMPETITION

ELEMENTARY OCCASIONAL TEACHERS ENGLISH/FRENCH

1. General Information

- 1.1 Applications will be received from Friday, September 27, 2024, to Friday October 4, 2024 inclusive.
- 1.2 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.
- 1.3 Successful candidates will be placed on the Roster of Elementary Occasional Teachers for occasional teaching assignments within our elementary schools.
- 1.4 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.
- 1.5 **Successful candidates must be available for assignments with Lakehead Public Schools in Thunder Bay for the 2024-2025 school year.**
- 1.6 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 accomodations@lakeheadschoools.ca so that appropriate arrangements may be made.

2. Required Documents

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

- Elementary 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 (e.g., Elementary Occasional Teaching position).

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- Resume of qualifications and experience arranged in chronological sequence.
- Copy of Ontario College of Teachers' Certificate of Qualification (2024).
- 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.
- 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 elementaryhire@lakeheadschoools.ca and address to:

Katie Mapledoram
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 and First Name.**
- The application deadline is **Friday October 4, 2024** at **4:00 pm**.