

HIRING COMPETITION

LAKEHEAD ADULT EDUCATION CENTRE: AVAILABLE TERM POSITIONS – CONTINUING EDUCATION TEACHERS 2025-2026

General Information:

- The postings are open to all qualified Adult and Continuing Education Teachers and all Secondary 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. **All Fee for Service positions are paid at the Continuing Education Hourly Rate, and are staffed according to the Collective Agreement.**
- 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 (2025);
 - a signed Reference Check Consent Form containing the names and telephone numbers of two referees (attached).
- Please email applications to: secondaryhire@lakeheadschoools.ca. Address application packages to: Derian Di Franco, Human Resources Officer, Lakehead District School Board, Jim McCuaig Education Centre, 2135 Sills Street, Thunder Bay, Ontario, P7E 5T2 by **4:00 p.m., Friday, November 7, 2025.**

1) Continuing Education Occasional Teachers – English as a Second Language – Occasional (Supply)

Location - Lakehead Adult Education Centre

Requirements:

- Ontario College of Teachers (OCT) Certification in good standing
- Teaching English Language Learners (TELL) Part 1 OR English as a Second Language Pt. 1

Preferences given to candidates who possess the following:

- Familiarity with the STEP Framework and ESL/ELD curriculum strands.
- Demonstrated ability to plan and implement programming aligned with the Ontario Curriculum for Grades 9–12: English as a Second Language and English Literacy Development expectations.

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- Strong understanding of differentiated approaches to instruction, evaluation, and assessment.
- Experience working with English language learners in secondary school settings, and with adult learners.
- Strong communication and organizational skills.

2) Adult Day Teacher – Hairstyling & Aesthetics – Lakehead Adult Education Centre – Term Position

Location - Lakehead Adult Education Centre

Technological Education – Hairstyling and Aesthetics qualification required

13.75 hours per week – 0.486 FTE (Monday to Friday)

Available Monday, January 5, 2026 to (Tentative) unknown end date

Preference given to candidates who possess the following:

- Industry experience and a strong understanding of vocational learning outcomes, essential employability skills, and health and safety standards.
- Demonstrated ability to plan and implement programming aligned with the Ontario Curriculum.
- Experience working with adult learners.
- Strong communication and organizational skills.

3) Fee for Service Continuing Education Teacher – eLearning and Independent Study

Lakehead Adult Education Centre

I/S Science (Chemistry) qualification required

2 hours per week (Teacher Support Time) + any/all fee for service marking –

Scheduled to be determined upon hiring

Available Monday, January 5, 2026 to Friday, February 27, 2026 (Tentative)

4) Fee for Service Continuing Education Teacher – eLearning and Independent Study

Lakehead Adult Education Centre

I/S Science (Physics) qualification required

2 hours per week (Teacher Support Time) + any/all fee for service marking –

Scheduled to be determined upon hiring

Available Monday, January 5, 2026 to Friday, February 27, 2026 (Tentative)

5) Fee for Service Continuing Education Teacher – eLearning and Independent Study

Lakehead Adult Education Centre

I/S Science (Biology) qualification required

2 hours per week (Teacher Support Time) + any/all fee for service marking –

Scheduled to be determined upon hiring

Available Monday, January 5, 2026 to Friday, February 27, 2026 (Tentative)

- **Please submit one complete PDF document, named as your Last Name, First Name.**
- Applications are **due by 4:00 p.m., Friday, November 7, 2025**. Late, incomplete or non-conforming application packages will not be considered.

We welcome applications from all qualified candidates!

Lakehead Public Schools is committed to building and upholding barrier-free learning and working environments where equity, diversity, inclusivity, and belonging thrive. We strive to create a workforce that represents the diversity within the communities we serve. As part of that commitment, we encourage applications from candidates who identify as Indigenous, Black, racialized, women, 2SLGBTQIA+, persons with disabilities, and other underrepresented groups.

Lakehead Public Schools will provide reasonable accommodation for candidates in all aspects of the selection and hiring process. For accommodation requests, please contact Human Resources at hr@lakeheadschoools.ca so appropriate arrangements may be made.

We thank you for your application! Only those selected for an interview will be contacted.

Committed to the success of every student

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Lakehead District School Board

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, Practice Teaching Report or Occasional Teacher Evaluation Form				

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

Date

Signature