

## HIRING COMPETITION

### LAKEHEAD ADULT EDUCATION CENTRE: CONTINUING EDUCATION OCCASIONAL TEACHERS – ENGLISH AS A SECOND LANGUAGE

---

#### **General Information:**

- This posting is open to all candidates who currently hold an Ontario College of Teachers Certification in good standing
- The following posting represents an existent vacancy within Lakehead District School Board in the following areas of expertise:
  - Teaching English Language Learners (TELL) Pt. 1
  - English as a Second Language (ESL) Pt. 1
- Occasional Continuing Education Teacher rate of pay:
  - \$30.52 per hour

#### **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, specifically ESLAO1 and ESLBO1
  - 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.

**Required Documents:** 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).

**Application Procedure:**

- Please email complete application packages to [secondaryhire@lakeheadschoools.ca](mailto:secondaryhire@lakeheadschoools.ca) and address to:

Derian Di Franco, Human Resources Officer  
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.**
- Applications are **due by 4:00 p.m., Monday, March 23, 2026**. 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](mailto: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**

[www.lakeheadschoools.ca](http://www.lakeheadschoools.ca)

Lakehead District School Board

## 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, 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