

TEACHER APPLICATION & EMPLOYMENT INFORMATION



Edmonton Public Schools is committed to excellence and hires based on merit. We value diversity and welcome applications from all qualified individuals.

APPLYING TO EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools serves approximately 79,000 students in over 200 schools and district learning sites. We employ more than 8,000 staff members committed to student achievement and to increased high school completion.

Working collaboratively with parents and other partners, our goal is to provide the quality education each child deserves. We offer many unique programs and programming options to enable students to embrace their futures with confidence.

Edmonton Public Schools provides choice in support of student success.

For information about Edmonton Public Schools, our schools and our programs, please visit our website at www.epsb.ca.

This document contains information and identifies the forms that you will need to complete your application for employment with us.

Information regarding requirements, documentation and addresses for external organizations is included.

Our application process includes the following steps: screening of applications, selection and interviewing of successful applicants, and selection of individuals for a district applicant pool. Staff consultants then recommend applicants from this pool to principals for consideration when filling vacancies within their schools.

Applications are accepted and interviews conducted throughout the calendar year. The majority of hiring for school opening begins in May. However, a number of positions become available throughout the year and offers of employment are made to members of the applicant pool as vacancies arise.

Only in exceptional circumstances are specific teaching positions within the district advertised externally. A variety of media are used, including newspapers and the internet, to advertise these positions.

In order for us to give your application the consideration that it deserves, please read the following information carefully.

Should you have any questions, please feel free to contact us for assistance.

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DOCUMENTATION REQUIREMENTS

In order for your application to be considered, you must include the following items. Incomplete applications will be returned without consideration.

Application Form

- Please do not indicate "see resumé" in any section of the form.
- You must complete and sign the Declaration of Applicant form as part of your application.

Post-Secondary Education Transcripts

- Submit a copy of an up-to-date transcript(s) of all post-secondary education.
- If your transcript is incomplete because the final year is still in progress, you should submit a partial transcript and supply the final information as soon as it is available.

Student Teaching or Teaching Reports

- *If you have had no contracted teaching experience*, submit copies of all final student teaching reports.
- *If you have five years of teaching experience or less*, submit both student teaching reports and copies of performance appraisals from contract teaching positions.
- *If you have more than five years of teaching experience*, submit copies of at least two recent performance appraisals. Student teaching reports may also be submitted.

Reference Letters

- Three written references regarding your teaching proficiency or potential must accompany your application.
- If you are an experienced teacher, at least one of three references should be from a supervising professional in your most recent teaching position.

Resumé

- Your resumé should provide additional information about your experience, interests and abilities.
- Previous work experience, involvement with children, participation in community activities, leadership experiences and participation in extra-curricular activities as a student at senior high school and university are examples of information that you might include.

Autobiographical Statement

- Your autobiographical statement should be no more than one page in length and should give a clear picture of your background including what influenced you to pursue a career in education.

Assignments Applied For Form

- Please rank in each category those areas in which you are qualified and prepared to teach. Rankings are to be indicated by numbering (e.g. 1 = first preference, 2 = second preference, etc.)
- For categories marked with an asterisk (*), a listing with descriptors is included for your review.

Mandatory Records Checks and Disclosure Form

- This form must be completed, signed and returned with your application.
- Yes to any of the questions does not automatically exclude an applicant from employment.
- If hired, you will be required to submit a criminal records check.

APPLICATION PROCESS

- Applications are accepted throughout the year.
- Applicants are asked to submit applications directly to Human Resources Staffing and not to contact or submit applications at individual schools.
- Only COMPLETE applications will be considered.
- Upon receipt, applications and Assignments Applied For forms are screened by a staff consultant. Based on district needs and the relative strength of an application, applicants are selected for an initial interview.
- Reference checks will be conducted prior to an offer of employment (see Reference Checks section.)
- Applicants will be advised in writing of the status of their application once the screening process is complete. In most instances, applicants can expect to receive notification within three to four weeks.
- Applicants who have been interviewed and advised that their application will be retained for further consideration will become a member of an applicant pool and may have their names referred to principals of schools where vacancies exist.
- Applicants will be chosen for referral to principals based on information gathered during the screening, interview and reference process.

REFERENCE CHECKS

- We conduct confidential reference checks for the purpose of obtaining job-related information. These references will be obtained from individuals or organizations identified by an applicant.
- Reference information will be used only for the purposes of determining suitability, eligibility or qualifications for employment.
- All reference information will be retained in confidence by Edmonton Public Schools.
- Confidential reference information will not be made available to applicants.

MAINTAINING AN APPLICANT FILE

- Applicant files are retained for a period of three years, after which time they are destroyed.
- Applicants are encouraged to forward any new documentation relevant to their application.
- Please advise Human Resources Staffing, in writing, of any changes to your name, address or telephone number following your initial application.

ACCEPTING AN EMPLOYMENT OFFER

REQUIRED DOCUMENTATION

Upon the offer of employment to an applicant, the following documentation is required:

Alberta Teaching Certificate

- Possession of a valid **Alberta Teaching Certificate** is required for teaching employment.
- If you are a Faculty of Education student at a university in Alberta, you will be recommended for a certificate by your dean and should receive notification of certification directly from **Alberta Education** after successful completion of your program. A copy of your teaching certificate should be forwarded as soon as it is received.
- If you are applying from outside the province of Alberta, you can determine your eligibility for Alberta certification by contacting **Alberta Education**.

- All communication regarding an Alberta Teaching Certificate should be directed to:

Mr. Marc Prefontaine, Registrar and Director
Teacher Development and Certification
Alberta Education
2nd Floor, 44 Capital Boulevard
10044 – 108 Street
Edmonton, AB T5J 5E6
Telephone: 780.427-2045

Statement of Qualifications from Teacher Qualifications Service (TQS)

- Upon employment, you must provide a TQS Statement (or confirmation that you have applied for a TQS statement.) The TQS is a statement of your qualifications based on the number of years of secondary training.
- Communication regarding TQS should be directed to:
Teacher Qualification Services
Alberta Teachers' Association
Barnett House, 11010 – 142 Street
Edmonton, AB T5N 2P9
Telephone: 780.453-2411

Social Insurance Card (photocopy*)

Birth Certificate (photocopy*)

(* photocopies must be notarized by qualified individuals, which include school principals, notary publics, etc.)

You are welcome to include any of this documentation with your initial application for future reference.

CONTRACTS

- Contracts are with Edmonton Public Schools and not with any particular school or for any particular teaching assignment. If you are offered a contract prior to the beginning of the school year, you may not be notified of your specific school assignment until school commences.

SALARY

- The salary grid is determined by collective bargaining between the Board and the Alberta Teachers' Association.
- Placement on the salary grid is determined by the evaluation of Teacher Qualification Services (TQS) and verification of previous teaching experience.

- Until such time as a TQS or confirmation of application for TQS is received by Edmonton Public Schools, pay will be at 4 and 0 on the salary grid.
- All Edmonton Public School employees are paid by electronic deposit.

BENEFITS

- Participation in the employee benefit plans is a condition of employment.

SUBSTITUTE TEACHING

- Substitute teachers are placed in day-to-day assignments on an as-need basis and the majority of placements are done through an automated call-out system.
- Applicants interested in substitute teaching will only be considered after an interview and reference checks.
- Alberta teacher certification is required for substitute teaching.

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY (FOIP)

- All personal information is collected in accordance with the *Freedom of Information and Protection of Privacy Act*, the *Alberta School Act*, and board policies of Edmonton Public Schools.
- Personal information is collected from applicants solely for the purpose of determining suitability, eligibility, or qualifications for employment with Edmonton Public Schools.
- Personal information provided by applicants may be transcribed to a computerized applicant tracking database for retrieval as required during a search for applicants suitable for vacant positions. All applications will be retained by Edmonton Public Schools for a minimum of one year.
- Participants involved in the recruitment and selection process may review information provided in an application, on a need-to-know basis. This may include Human Resources staff, district administrators and interview panel members.
- Information provided in an application will be secured within Human Resources unless required during the recruitment and selection process at an off-site location.

CONTACTING US

Submit applications to:

Human Resources Staffing
Edmonton Public Schools
Centre for Education
One Kingsway
Edmonton, AB T5H 4G9

Make inquiries regarding application status to:

780.429-8245 or 780.429.8097

e-mail: perstchr@epsb.ca