EDMONTON PUBLIC SCHOOLS

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 100,000 students in over 210 schools and District learning sites. We employ more than 10,000 staff members committed to student achievement and increased high school completion rates.

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. Human Resources 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 print and electronic, to advertise these positions.

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

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

DOCUMENTATION REQUIREMENTS

In order for your application to be considered, please include the following items.

Application Form

- Please do not indicate "see resumé" in any section of the form.
- Read, complete, and sign the *Declaration of Applicant* on page four.

Post-Secondary Education Transcripts

- Submit a copy of an up-to-date transcript(s) for **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 student teaching reports and/or copies of performance appraisals from contract teaching positions.
- *If you have more than five years of teaching experience*, submit copies of one or more recent performance appraisals. Student teaching reports may also be submitted.

Reference Letters

- Two signed references regarding your teaching proficiency or potential must accompany your application.
- If you are an experienced teacher, at least one of the two 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 applicable 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.) to a maximum of four in any one section.

Mandatory Records Check 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 Police Information/criminal records check. Instructions will be provided at the time of hire or offer of employment.

APPLICATION PROCESS

- Applications are accepted by Human Resources throughout the year.
- Applicants are not to contact or submit applications at individual schools.
- Only COMPLETE applications will be considered.
- Upon receipt, applications are screened by a staff consultant. 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 four to six weeks or longer at peak staffing times.
- Based on District needs and the relative strength of an application, applicants are selected for an initial interview. Such an interview may occur at any time during the calendar year based on District needs.
- 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 will be conducted prior to an offer of employment (see Reference Checks section.)

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 up to three years, after which time they are destroyed.

- Applicants are encouraged to forward any new documentation relevant to their application.

- Please advise Human Resources Consulting of any changes to your name, address, telephone number, or availability following your initial application by sending an email to hrteacher@epsb.ca.

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 Alberta teaching certification should be directed to:

  > Director/Registrar
  > Professional Standards Branch
  > Alberta Education
  > 2nd Floor, 44 Capital Blvd
  > 10044 – 108 St NW
  > 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 post-secondary training.

- Communication regarding TQS should be directed to:

  > Teacher Qualifications Service
  > The Alberta Teachers' Association
  > Barnett House, 11010 – 142 St NW
  > Edmonton, AB   T5N 2R1
  > Telephone: 780-447-9400

- **Social Insurance Number**
- **Birth Certificate**

  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 Qualifications Service (TQS) and verification of previous teaching experience.

- Until such time as a 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

- 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 Consulting
Edmonton Public Schools
Centre for Education
1 Kingsway NW
Edmonton, AB T5H 4G9

Make inquiries regarding application status to:

780-429-8245

email: hrteacher@epsb.ca

EDMONTON PUBLIC SCHOOLS

EDMONTON PUBLIC SCHOOLS

APPLICATION FOR EMPLOYMENT - TEACHER

Thank you for your interest in Edmonton Public Schools. To assist us in reviewing your application, please complete all sections of the application form.

EMPLOYMENT PREFERENCES

☐ Full-time　　☐ Part-time　　Date Available for Employment: _____

PERSONAL DATA

☐ Dr.　☐ Miss　☐ Ms.　☐ Mrs.　☐ Mr.　Surname: _____

Given Name: _____　Middle Name: _____

Preferred Name: *(If different from Given Name)* _____

Address: _____

City: _____　Province: _____　Postal Code: _____

Phone Number: Home ( ) _____ Business ( ) _____ Cell ( ) _____

Alternate Address: _____

Alternate Phone Number: _____　E-Mail Address: _____

Are you legally entitled to work in Canada?　☐ Yes　☐ No

Are you currently on contract with another School District? ☐ Yes ☐ No   Which district? _____

If yes, may we contact your current employer for references?　☐ Yes　☐ No

Are you willing to relocate to the Edmonton area for supply or temporary positions?　☐ Yes　☐ No

EDUCATION

High School and Location: _____

University Education:

INSTITUTION	MAJOR	MINOR	DEGREE	GRADUATION (Month/Year)

Teacher Training Route:　☐ Elementary　☐ Secondary　☐ Special Education　☐ Other

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

PREVIOUS APPLICATION

Have you previously applied to Edmonton Public Schools?

☐ Yes ☐ No

If yes, when and under what name?

Year(s): _____

Name(s): _____

Were you interviewed? ☐ Yes ☐ No

PREVIOUS EPS EMPLOYMENT

Have you had previous employment with Edmonton Public Schools? ☐ Yes ☐ No

If yes, when and under what name?

Year(s): _____

Name(s) _____

Separation date: _____

CERTIFICATION

If you *hold* an Alberta Teaching Certificate, complete the following section:

☐ Permanent Professional Certificate # _____

☐ Interim Professional Certificate # _____ Expiry Date: _____

☐ Other (provide details) _____

If you *do not hold* an Alberta Teaching Certificate, complete the following section:

☐ I have not applied to Alberta Education for teaching certification.

☐ I have applied to Alberta Education for teaching certification.

☐ I am a student at an Alberta university and certification will be recommended by my dean.

☐ I have received notification from Alberta Education that I will be granted a _____ certificate.

☐ I currently hold a teaching certificate from the province or country of _____.

PREVIOUS TEACHING EXPERIENCE

If you have teaching experience *other than* as part of a university program, please complete the following section starting with your most recent experience.

FROM		TO		NAME & LOCATION OF SCHOOL DISTRICT	SUBJECTS AND GRADE TAUGHT *(indicate if special program)*
Month	Year	Month	Year		

Indicate years of teaching experience in the applicable areas:

☐	☐	☐	☐	☐	☐
Special Needs	Years K-3	Years 4-6	Years 7-9	Years 10-12	Total Years

If you have **less than one full year** teaching experience, complete the following information regarding your practicum experience(s):

NAME AND ADDRESS OF SCHOOL	INSTRUCTIONAL ASSIGNMENT	SEMESTER/YEAR *(e.g. Spring/14)*

LANGUAGE PROFICIENCY

Please indicate level of proficiency: Beginner, Intermediate, Advanced or Superior (see Descriptors of Language Proficiency)

	ENGLISH	FRENCH	OTHER LANGUAGE(S) *(Please specify)*	
Reading				
Writing				
Speaking				
Understanding				

ADDITIONAL INFORMATION

Please provide additional information or special circumstances which might be important in the consideration of your application for employment with Edmonton Public Schools.

REFERENCES

Submit copies of two written references as to your teaching proficiency or potential. If you are an experienced teacher, at least one of the two references should be from a supervising professional in the most recent teaching position.

Name: _____

Position: _____

Phone: _____

Organization: _____

Alternate Phone: _____

Relationship to Applicant: _____

Name: _____

Position: _____

Phone: _____

Organization: _____

Alternate Phone: _____

Relationship to Applicant: _____

DOCUMENTATION CHECKLISTS

Please indicate with a check mark (√) those items included with your application.

APPLICANT DOCUMENTATION

In order for your application to be considered, you must include the items listed.

- ☐ Completed application form
- ☐ Copy of all post-secondary education transcripts
- ☐ Two letters of reference
- ☐ Copies of student teaching or teaching reports
- ☐ Resumé
- ☐ Autobiographical statement
- ☐ Assignments Applied For form
- ☐ Mandatory Records Check and Disclosure form

REQUIRED DOCUMENTATION UPON EMPLOYMENT

The following documentation is required upon acceptance of employment. If one or all of these documents are available at the time of your initial application, you are welcome to include them for future reference.

- ☐ Valid Alberta Teaching Certificate *(photocopy)*
- ☐ Statement of Qualifications (TQS) (photocopy)
- ☐ Social Insurance Number
- ☐ Birth Certificate

DECLARATION OF APPLICANT

As indicated by my signature below, I declare the following:

The information given in this application is correct, without material omissions of any kind. I understand that failure to accurately and fully complete my application in its entirety may disqualify me from consideration for employment or may be cause for dismissal if information provided is found to be untrue or misleading.

I freely and voluntarily consent to having my application reviewed by participants involved in determining my suitability, eligibility, or qualifications for employment with Edmonton Public Schools.

I give the Edmonton School District No. 7 permission to contact my listed references for the purpose of obtaining job related reference information including educational history, employment history, work performance and attendance records.

I authorize these people to disclose this information, and this constitutes my consent to this release, including my consent pursuant to the *Freedom of Information and Protection of Privacy Act*.

I understand that confidential reference reports provided to Edmonton Public Schools in connection with my application for employment will not be made available to me.

LAST NAME	FIRST NAME

(please print)

APPLICANT SIGNATURE	DATE

Edmonton Public Schools reserves the right to make a thorough investigation regarding any information pertaining to an applicant that it deems relevant to the position sought and will contact persons or organizations provided by an applicant for the purpose of obtaining job-related information including educational history, employment history, work performance and attendance records. Information gathered during a reference check will be used solely to determine suitability, eligibility, or qualifications for employment with Edmonton Public Schools. Reference checks will be completed in confidence and information gathered will be retained in confidence by Edmonton Public Schools.

EDMONTON PUBLIC SCHOOLS

MANDATORY RECORDS CHECK AND DISCLOSURE

Edmonton Public Schools is committed to providing a safe environment for students and staff. If you wish your application for employment to be considered, you are required to answer the three questions below under APPLICANT DISCLOSURE. Before doing so, carefully read the following information.

- Effective September 1, 2004, all employees hired by Edmonton Public Schools are required to submit a Police Information/criminal records check which includes information relevant to working with the vulnerable sector, as applicable. The nature of any charges, convictions, or investigations revealed in a Police Information/criminal records check, and the date at that time, will be considered relative to the date of hire and the position responsibilities.
- Instructions for obtaining a Police Information/criminal records check will be provided at the time of hire or offer of employment.
- If the information revealed by the Police Information/criminal records check indicates that an employee or prospective employee is unsuitable for employment with a school district, an offer of employment will be rescinded or employment will immediately be terminated by mutual agreement.

APPLICANT DISCLOSURE (Details **must** be provided for a "Yes" response.)

Have you ever been **charged or convicted** of an offence under the *Criminal Code*, *Narcotic Control Act*, *Food and Drug Act*, or *Firearms Act* of Canada, or the criminal laws of any other country? *If you have been granted a pardon, you are not required to respond yes to this question.*	☐ YES	☐ NO
Have you ever been suspended, disqualified, reprimanded, dismissed or had disciplinary action instituted against you as a member of any profession or organization?	☐ YES	☐ NO
Have you ever been denied, or had revoked, any certificate, license, or permit?	☐ YES	☐ NO

Provide details for a "yes" response including dates, disposition, and any other pertinent information.

_____

_____

_____

(Note: YES to any one of the above questions will not automatically exclude you from further consideration for employment. The requirements of the position and related circumstances will be considered.)

DECLARATION

As indicated by my signature below, I declare the following:

The information provided above is correct. I understand that if the information provided is found to be untrue or misleading, I may be disqualified from employment or may be dismissed. I understand that any confidential reference reports relating to my employment with Edmonton Public Schools may not be made available to me.

_____	_____	**FOR OFFICE USE ONLY**
LAST NAME	FIRST NAME	
(PLEASE PRINT)		
_____	_____	
SIGNATURE	DATE	

EDMONTON PUBLIC SCHOOLS

ASSIGNMENTS APPLIED FOR – TEACHERS

Indicate the areas you have the education/experience for and are willing to teach.

In any section, indicate a <u>maximum</u> of four choices: "1" = first choice, "4" = last choice. You may leave sections blank.

For detailed information on the programs listed see: **www.epsb.ca/Programming**

DIVISIONS	RANK
Kindergarten	
Div. I (Grades 1–3)	
Div. II (Grades 4-6)	
Div. III (Grades 7-9)	
Div. IV (Grades 10-12)	

SUBJECT AREAS	RANK
Aboriginal Studies	
Art	
Biology	
CALM	
Chemistry	
Counselling	
Dance	
Drama	
English as a Second Language (ESL)	
English Language Arts	
Health	
Humanities	
Learning Commons (Library)	
Mathematics	
Music – Choral	
Music - General	
Music - Guitar	
Music – Instrumental	
Outdoor & Environmental Ed.	
Phys. Ed. – Boys	
Phys. Ed. – Girls	
Physics	
Science – General	
Social Studies	

LANGUAGE AND CULTURE	RANK
American Sign Language Bilingual	
Arabic Bilingual	
Chinese (Mandarin) Bilingual	
French Immersion	
French as a Second Language	
German Bilingual	
Hebrew Bilingual	
International Spanish Academy	
Japanese	
Punjabi	
Spanish as a Second Language	

CAREER & TECH STUDIES	RANK
Career Transition Foundations (Gr. 5-9)	
Business/Admin/Finance	
Communication Technologies	
Computers	
Construction Technologies	
Cosmetology Studies	
Design Studies (drafting, computer- aided design)	
Fabrication Studies (welding)	
Fashion Studies	
Foods	
Mechanics	

SPECIALIZED PROGRAMS	RANK
Hospitals	
Institutional Services	
Pregnant/Parenting Teens	

SPECIAL EDUCATION	RANK
Behaviour and Learning Assistance	
Challenge	
Community Learning Skills	
Deaf and Hard of Hearing	
Extensions	
Individual Support	
Interactions (Learners with Autism)	
Knowledge & Employability (K & E)	
Literacy (Grades 4 – 9)	
Opportunity	
Pre-Kindergarten Program	
Strategies	

ALTERNATIVE PROGRAMS	RANK
Academic Alternative	
Advanced Placement / Pre-A.P.	
amiskwaciy Academy	
Arts Core	
Awasis (Cree)	
Caraway	
Christian Programs / Logos	
Cogito / Traditional School	
International Baccalaureate (IB)	
Nellie McClung Girls' Junior High	
On-Line / Learning Stores	
Sakinah Circle	
Science Alternative	
Sports Alternative	

(Please Print) LAST NAME   **FIRST NAME**   **DATE**

EDMONTON PUBLIC SCHOOLS

DESCRIPTORS FOR USE WHEN COMPLETING "ASSIGNMENTS APPLIED FOR" FORM

LANGUAGE AND CULTURE	
American Sign Language Bilingual	American Sign Language (ASL) provides students with opportunities to acquire or maintain proficiency in ASL and English.
Arabic Bilingual	Arabic Bilingual provides students with opportunities to acquire and maintain language skills in Arabic and English.
Chinese (Mandarin) Bilingual	Chinese (Mandarin) Bilingual provides students with opportunities to acquire and maintain language skills in both Chinese (Mandarin) and English.
French Immersion	French Immersion provides students with opportunities to acquire and maintain language skills in French and English.
Late French Immersion	Late French Immersion provides students in Grade 7 with opportunities to acquire and maintain language skills in French and English.
German Bilingual	German Bilingual provides students with opportunities to acquire and maintain language skills in German and English.
Hebrew Bilingual	Hebrew Bilingual provides students with opportunities to acquire and maintain language skills in Hebrew and English.
International Spanish Academy	The International Spanish Academy provides students with opportunities to acquire and maintain language skills in Spanish and English.
SPECIAL EDUCATION NEEDS	
Behaviour and Learning Assistance	Behaviour and Learning Assistance (BLA) programming supports students with chronic, extreme and pervasive anti-social behaviours. Students require close and constant adult supervision and a high level of structure to function in an educational setting.
Challenge	Challenge programming supports high-achieving students characterized by their ability to remember with little practice, work and learn quickly, and understand abstract relationships.
Community Learning Skills	Community Learning Skills programming supports students who have moderate delays in most or all developmental areas. These students may have physical, sensory, medical or behavioural disabilities.
Deaf and Hard of Hearing	Deaf and Hard of Learning (DHH) programming supports students with moderate to profound hearing loss.
Extensions	Extensions programming supports students with advanced intellectual abilities who are achieving at a level much higher than their current grade. They can grasp new ideas, enjoy being challenged, are highly curious and have an advanced vocabulary.
Individual Support	Individual Support programming supports students with severe to profound developmental disabilities. Students may have physical, sensory or behavioural challenges, and/or medical conditions, requiring special accommodations.

SPECIAL EDUCATION NEEDS	
Interactions (Learners with Autism)	Interactions programming supports students with autism spectrum disorder (ASD). ASD impacts how people understand what they see, hear and sense. This lifelong disability can result in difficulties in communication, social relationships, behaviour or learning. Although some students with ASD achieve at grade level, many have uneven or delayed achievement.
Knowledge and Employability (K & E)	Programming supports students who learn best through hands-on activities, plan on entering the workplace, rather than achieving a high school diploma, and want to develop skills to become better prepared for the workplace.
Literacy (Grades 4-9)	Literacy is more than just knowing how to read and write—it's about making sense of the information you see. For students requiring academic support, Literacy programming helps them develop the skills and abilities to achieve in all subject areas.
Opportunity	Opportunity programming supports students with mild cognitive disabilities and significant academic delays gain skills for future independent living and employment.
Pre-Kindergarten	Pre-Kindergarten supports children who have a first language other than English or mild, moderate or severe delays in their development to build their strengths and skills in a playful, language-rich environment.
Strategies	Strategies programming supports students with learning disabilities whose intelligence is measured as average to above average and who have significant academic delays. Learning disabilities are complex and can vary from person to person, requiring flexible instruction that meets each student's unique needs.
ALTERNATIVE PROGRAMS	
Academic Alternative	Academic Alternative programming supports motivated students with above average performance. Students may display an early interest in post-secondary studies and a desire to develop their leadership skills.
Advanced Placement/Pre-AP	Advanced Placement (AP) is an internationally recognized program that prepares students to experience college or university-level courses while enrolled in high school.
amiskwaciy Academy	amiskwaciy Academy programming immerses students in a learning environment that honours aboriginal culture, language and traditions.
Arts Core	Arts Core programming incorporates the visual and performing arts into everyday learning. Students explore their creativity and self-expression through art, music, dance and drama.
Awasis (Cree)	Awasis (Cree) programming allows students to increase their knowledge of aboriginal cultures and traditions, and develop language skills in Cree.

EDMONTON PUBLIC SCHOOLS

ALTERNATIVE PROGRAMS	
Caraway	Caraway programming supports students in a learning environment that includes mixed-aged groupings and instills a strong sense of community.
Cogito	Cogito programming is designed for students who are willing to work to achieve a high level of academic excellence in an environment that emphasizes structure and order.
Christian Schools/Logos	Christian programming provides a Christian education that supports students in achieving their academic goals and spiritual growth.
International Baccalaureate	International Baccalaureate (IB) programming challenges students to be successful in school, prepare for post-secondary education and to be an active lifelong learner in a global society.
On-line/Learning Stores	Allows students to adjust their schooling to fit their schedule and complete their education through alternative means.
Nellie McClung Girls' Junior High	Nellie McClung provides junior high programming for girls that emphasizes leadership, initiative, self-reliance and independence.
Sakinah Circle	Sakinah Circle programming is based on a philosophy of education derived from the Qur'anic worldview.
Science Alternative	Science Alternative programming supports students in building academic skills through investigation and hands-on learning to understand how science shapes our world.
Sports Alternative	Sports Alternative programming enables student athletes to participate in rigorous sports training routines while remaining on track with their academic goals.

Descriptors of Language Proficiency

BEGINNER

- asks and answers simple questions e.g. introductions, basic personal and family information
- talks about facts in the present using everyday expressions
- understands very simple texts: main ideas and basic points such as dates, numbers, or names
- writes isolated words, phrases, simple statements or questions on very familiar topics
- is understood if the listener pays close attention

INTERMEDIATE **(minimum level recommended for elementary second language programs)**

- understands main ideas and specific details in oral and written texts on concrete subjects
- engages in an informal conversation on familiar topics
- speaks with some spontaneity
- talks about basic facts and events in the present, past, and future
- writes short descriptive or factual texts, using appropriate grammar and vocabulary
- is understood by most people, although repetition may sometimes be required

ADVANCED **(minimum level recommended for elementary bilingual or immersion programs,** **and secondary second language programs)**

- understands main ideas and specific details in most oral and written texts related to social, travel and school-related subjects; including complex details, inferences and fine points of meaning
- participates effectively in discussions on a variety of topics
- speaks with a natural delivery
- writes explanations or descriptions in a variety of informal and formal social, work and school-related situations
- writes texts in which ideas are developed and presented in a coherent manner, with appropriate vocabulary, grammar and spelling
- is easily understood; pronunciation does not interfere with communication

SUPERIOR **(recommended level for secondary bilingual or immersion programs)**

- understands with ease whatever she/he hears or reads
- expresses him/herself spontaneously, very fluently and precisely
- produces, orally and in writing, clear, well structured detailed text on complex subjects, showing controlled use of the linguistic system
- uses language flexibly and effectively for social, academic, and professional purposes