



## APPLYING TO EDMONTON CATHOLIC SCHOOLS



This document contains information and identifies the forms you will need to complete your application for employment with the Edmonton Catholic School District.

Applications are accepted, and interviews conducted throughout the calendar year. The majority of hiring for school opening begins in May. However, positions also become available throughout the year and offers of employment are made to members of the applicant pool as vacancies arise. Until such an opportunity arises, successful applicants may be invited to the replacement roster.

For us to give your application the consideration it deserves, please read the following information carefully. Should you have any questions, feel free to contact Human Resource Services at 780/441-6000 for assistance.

### **REQUIRED DOCUMENTS**

For your application to be considered, you must include the following items:

#### **Completed On-Line Portfolio**

Please submit all the required documents through [www.applytoeducation.com](http://www.applytoeducation.com)

#### **Cover Letter and Resume**

Your resume should provide additional information about your experience, interests and abilities.

Previous work experience, involvement in activities, leadership experiences and participation in extra-curricular activities as a student at senior high school and university are examples of information you might include.

#### **Student Teaching or Teaching Reports**

If you have had no contracted teaching experience, submit copies of all final student teaching reports.

If you have contracted teaching experience, submit **all** copies of performance appraisals. Student teaching reports may also be submitted.

#### **Faith Formation Plan**

As of April 2016, the Faith Formation Plan will replace the initial pastoral reference required for employment. The Faith Formation Plan offers an exchange of dialogue, reflection and action within each teacher's unique teaching and faith journey. You can access the document at

<https://www.ecsd.net/Careers/Pages/Teachers.aspx>

#### **Baptism Certificate**

Applicants are required to include a copy of their baptism certificate.

#### **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.

### **APPLICATION PROCESS**

Applications are accepted throughout the year. Upon receipt, applications are screened by the Staffing Manager or the Staffing Facilitator of Human Resource Services for a possible invitation to a screening interview.

#### **Interview**

Catholic applicants whose education and/or experience meet the projected District needs are invited to a screening interview. Successful candidates are invited to the Teacher Replacement Roster. Candidates for contract positions are selected directly from the replacement roster.

#### **Maintaining an Application**

Applications are visible to us on **applytoeducation** for one year. Once you have made your portfolio visible to us on **applytoeducation** you can update it as often as you like – we will always see the current version.

#### **Reference Checks**

Confidential reference checks will be conducted for the purpose of obtaining job-related information. These references will be obtained from individuals or organizations identified by the applicant. Reference checks will be conducted prior to an offer of employment. All reference information will be retained in confidence by Edmonton Catholic Schools. Confidential reference information will not be made available to applicants.

#### **Pastoral Reference**

A pastoral reference **will be required prior to the awarding of a continuous contract.**

## Religion Courses

Religious education courses are **not a condition of employment** with Edmonton Catholic Schools. **However**, as of September 2003, to be considered for a continuous contract, teachers must have completed a course in Catholic theological foundations and a course in religious education methodology appropriate to their instructional level. St. Joseph's College certificate in Catholic education is considered an asset.

## EMPLOYMENT

### The following documents are required upon offer of employment:

- Banking Information for direct deposit purposes (i.e. void cheque or direct deposit form)
- Copy of Social Insurance Card or confirmation of SIN letter from Service Canada and Birth Certificate or Valid Driver's License
- Valid Alberta Teaching Certificate
- Original Police Information Check dated within six (6) months must include the vulnerable sector search. The original must be provided to Human Resource Services upon offer of employment.
- Original Intervention Record Check dated within six (6) months. The original must be provided to Human Resource Services upon offer of employment.
- Unofficial transcripts

Possession of a **valid Alberta Teaching Certificate** is required for employment.

If you are an education student at any of the Alberta Faculties of Education, 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 to Human Resource Services as soon as it is available.

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:

### Registrar and Director Teacher Development and Certification

2nd Floor, 44 Capital Boulevard 10044—108 Street

Edmonton, AB T5J 5E6

Telephone: (780) 427-2045

<https://education.alberta.ca/applying-for-teacher-certification-the-guide/?searchMode=3>

## Contracts

Contracts are with Edmonton Catholic School District and not with any particular site or for 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 of Trustees and the Alberta Teachers' Association and includes a TQS Statement and verification of any previous teaching experience.

### Previous Teaching Experience

The onus of substantiating previous teaching experience while on contract **rests with the teacher**. Proof of previous experience must be submitted to Human Resource Services within 45 calendar days of the employee's date of hire. If such evidence is not submitted within the aforementioned 45 calendar days, the teacher shall be placed in the salary schedule according to the most recent acceptable statement of experience or at the minimum of his or her category according to years of university education.

### Statement of Qualifications from Teacher Qualifications Services (TQS)

The TQS is a statement of your qualifications based on the number of years of post-secondary education. Evaluation of a teacher's university education status shall be as determined by the Teacher Qualifications Service of the Association. In the event an evaluation is not available upon commencement of duties, the teacher shall be placed at "D-minimum" in the basic salary schedule until the evaluation is received.

Communication regarding TQS should be directed to:

### Teacher Qualification Services - Alberta Teachers' Association

11010—142 Street Edmonton, AB T5N 2R1

Telephone: (780) 447-9400 [www.teachers.ab.ca](http://www.teachers.ab.ca)

## BENEFITS

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

Acceptance of employment with Edmonton Catholic Schools is considered as acceptance of all applicable statutes of the Province of Alberta and regulations passed thereunder, such rules, policies and regulations as may be made from time to time by the Board for the administration, management and operation of school sites and school site buildings under its jurisdiction and provisions of the Board's salary agreement with the employee group.

The information requested in this application process is in accordance with the **Alberta Freedom of Information and Protection of Privacy Act (FOIP)**. The information will be used to determine the suitability and eligibility of applicants for placement purposes within the District.