



Required Application Documents

Candidates must ensure completed application packages are provided at the time of application. A completed application includes the below documents:

Cover Letter – A cover letter should be tailored to Edmonton Catholic School Division. Please note candidates who are applying for a French Immersion position must provide a cover letter written in French.

Resume – In the resume, please include information about previous work and volunteer experience, education, interests, and abilities.

Summative Teaching Evaluations – Candidates who are new graduates or do not have teaching experience on contract must provide their student teaching reports. Candidates who have previous teaching experience on contract must provide their two most recent student teaching reports.

Faith Formation Plan – Since April 2016, candidates are required to complete the Faith Formation Plan document in replacement of a pastoral reference at the time of application. The Faith Formation Plan offers an exchange of dialogue, reflection, and action within each teacher's unique teaching and faith journey. To access the Faith Formation Plan document, click [here](#).

Baptismal Certificate – Candidates that are baptized Catholic are required to provide a copy of their baptismal certificate.

Reference Letters – Candidates are required to provide two professional reference letters dated within the last two year. Professional references can be anyone who has witnessed the candidate in a professional setting such as work, school, or volunteering. Human Resource Services recommends that candidates do not use mentor teachers as their professional reference as they have already had an opportunity to voice their reference in the provided evaluation.

Recruitment Process

Once Human Resource Services receives the required application documents, the screening process will begin. The screening process will take approximately one (1) to two (2) weeks. Once the screening process has been completed, the candidate will be contacted by Human Resource Services with the next steps. Below are the stages of the recruitment process that will follow the screening stage:

RIVS Pre-Screening Interviews – Candidates who are applying to a French Immersion and/or Spanish Bilingual position will be sent a link to complete a pre-screening interview to assess the candidate's language proficiency. To move to the next stage of the recruitment process, candidates must complete this pre-screening interview.

Formal Interview – Candidates who successfully complete the screening process will be invited for a formal interview at the Division's head office, Lumen Christi Catholic Education Centre. The formal interview is a 45-minute behavioural-based interview.

Offer of Employment – Successful candidates will be contacted by the Human Resource Services department. At this time, the candidate will be offered employment with the Edmonton Catholic School Division.

Collection of Hiring Documents - After successfully completing a formal interview and being offered a position with Edmonton Catholic Schools the candidate will be required to provide additional hiring documents. The additional hiring documents are:

1. Banking Information (ex: void cheque or direct deposit slip)
2. Social Insurance Number (card or original tax form must be provided in person to Lumen Christi Catholic Education Centre)
3. Valid Government Issued Photo Identification
4. Valid Alberta Teaching Certificate
 - If the applicant is a new graduate, a pre-certification letter, letter of employment, and Dean's letter will be required until the interim teaching certificate is received.
5. Post-Secondary Education Transcripts
6. Degree Parchment
7. Police Information Check with Vulnerable Sector Check
 - This document must be obtained by the Edmonton Police Services or RCMP and dated within the last six months.
8. Intervention Record Check
 - This document must be dated within the last six months.
9. Previous Teaching Experience (if applicable)
10. Statement of Qualifications for Salary Purposes (TQS)

Placement – Once the candidate provides the required hiring documents, the candidate will be hired to a contract or the substitute roster depending on the needs of the Division. As positions arise throughout the school year, Human Resource Services will assist school administrators to match qualified candidates from the substitute roster with vacant positions.

Other Information

Salary – Candidate placement on the salary grid is determined by Human Resource Services after evaluating the provided Statement of Qualifications (TQS) and previous teaching experience. The onus is on the candidate to provide the required documents to ensure correct placement on the salary grid. If the documents are not available at the time of hire, the candidate will be hired at Level D (four years of education), Step 0 (zero years of experience) until the required documents are provided at which time placement on the salary grid will be adjusted.

Continuous Contract Consideration – To be considered for a continuous contract with the Edmonton Catholic School Division employees will be required to provide a pastoral reference from their faith community dated within the last two years. In addition, employees must complete CHRTC 250 and CHRTC 380/381. Please note equivalencies of these courses will be considered after evaluation by our Religious Education Services department. A certificate in Catholic Education from St. Joseph's College is considered a hiring asset.

Non-Catholic, Specialized Candidates – The Edmonton Catholic School Division hires non-Catholic candidates in the following areas of specialization:

1. Languages (French, Spanish, Cree, Ukrainian)
2. Elementary and Secondary Music
3. Major in High School Level Mathematics, Chemistry, and Physics
4. Major in CTS and/or CTF
5. Lived Indigenous Experiences

Edmonton Catholic School Division remains committed to our non-Catholic, specialized teachers, and reward continuous contracts to these employees when the requirements are met. Currently, non-Catholic teachers are unable to pursue leadership roles with the Edmonton Catholic School Division.

