



Our Vision: *We imagine a world where all are empowered to reach their full potential through faith and service.*

Our Mission: *The ALCDSB builds faith-filled learning communities where each member is loved, inspired and successful.*

Our Priorities: *Faith; Equity and Well-Being; Achievement and Innovation; Resource Management*

EXTERNAL Job Posting Number:

UQ#2324-001

Job Title:

Emergency Uncertified Teachers

This position is open to all applicants.

Location	Assignment
<p>Our Board covers a wide geographic area of more than 16,000 square kilometers from Whitney in the North, Picton in the South, Trenton in the West, and Kingston in the East. ALCDSB serves approximately 12,000 in 32 elementary schools, five secondary schools and five adult learning sites.</p> <p>We are looking for staff in all locations to work at schools in their area.</p>	<p>Employees work on a call in basis to a maximum of 5 days per week.</p> <p>There may be opportunities to fill part time or full time temporary positions.</p>

Reporting to the Principal/Vice Principal, Emergency Uncertified Teachers will supervise and support students always ensuring a safe and secure environment. They advance the curriculum and learning in the classroom in the absence of a certified teacher.

Qualifications:

- Completion of Post-Secondary Education
- Experience working/volunteering with children and/or adolescents preferably in an educational setting.
- Experience working/volunteering with children with differing needs and capabilities is considered an asset.
- Experience working/volunteering with children with different cultural backgrounds is considered an asset.
- Strong communication, judgement, and decision-making skills
- Ability to follow instructions and show initiative.
- Maintain strict confidentiality and privacy of student information.

- Creative, enthusiastic, patient, and responsible team player
- For Candidates completing their Bachelor of Education or who are a certified teacher in another province, or internationally and awaiting certification by the OCT this is an opportunity for you to apply your training and experience in the classroom.

Duties and Responsibilities:

- Be available on short notice to replace absent teachers on an emergency basis.
- Follow daily lesson plans as prepared by the classroom teacher and/or Principal/Vice Principal including the creation and coordination of safe and enjoyable activities for students.
- Manage minor student discipline issues and escalate more serious matters to the Principal/Vice-Principal.
- Supervise students in the classroom ensuring a safe, secure, and engaging learning environment always.
- Promote positive attitudes towards and encourage enthusiasm for learning.
- Demonstrate effective problem-solving skills, patience, and flexibility.
- Cooperate with school staff regarding safety protocols, emergency plans and school procedures ensuring the health and safety of students.
- Be aware of specific student's medical/behaviour situations and keep such information strictly confidential.
- Comply with the Board's policies and procedures.
- Follow Individual Education plans (IEP's) when appropriate to support student learning.

As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with vulnerable sector screening current within six months of date of hire.

Training will be provided on classroom management and supervision techniques.

Salary/ Range:

\$182.96/day

Application and Requirements:

Applicants will only be accepted through Apply to Education. Please follow the steps at [Job Posting \(applytoeducation.com\)](http://applytoeducation.com)

We are committed to inclusive and accessible employment practices. In compliance with the Accessibility for Ontarians with Disabilities (A.O.D.A.) the Algonquin and Lakeshore Catholic District School Board welcomes and encourages applications from people with disabilities. We will make the necessary accommodations for applicants with disabilities to support all aspects of the recruitment process. Please contact the Human Resources Department if you require assistance with any accommodations.