



Jim McCuaig Education Centre  
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## HIRING COMPETITION

### SECONDARY OCCASIONAL FRENCH TEACHERS

#### 1. General Information

- 1.1 We thank you for your interest in employment with Lakehead Public Schools. Due to the high volume of applications expected, only applicants receiving an interview will be contacted. Receipt of applications will not be acknowledged.
- 1.2 Successful candidates will be recommended for placement on the Roster of Secondary Occasional Teachers for short term occasional teaching assignments within our high schools.
- 1.3 Offer of employment is conditional upon the successful candidate providing a current, original Police Records Check including vulnerable sector screening (dated within the past six months). This document does not need to be included in your application package.
- 1.4 **Successful candidates must be available for assignments with Lakehead Public Schools in Thunder Bay for the current school year.**
- 1.5 Lakehead District School Board is committed to equity in employment. We provide reasonable accommodation at any point throughout the recruitment process. If you require accommodation, please contact [acommodations@lakeheadschoos.ca](mailto:acommodations@lakeheadschoos.ca) so that appropriate arrangements may be made.

#### 2. Required Documents

Please use this as your checklist as all of the following documents must be included in your application package. Please only submit the documents listed below. Incomplete applications will not be considered.

Secondary Occasional Teacher Application Form. This form can be found on our website at <https://www.lakeheadschoos.ca/jobs> (or under the Careers tab on our website home page). Please only indicate all qualifications that appear on your Ontario College of Teachers' Certificate of Qualification.

Cover letter indicating the position to which you are applying (eg., Secondary Occasional Teaching position).

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Résumé of qualifications and experience arranged in chronological sequence.

Copy of current Ontario College of Teachers' Certificate of Qualification.

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