

Continuing Education Administrators and Assistant Administrators

Continuing Education is seeking qualified applicants from *full-time Peel District School Board employees* for the following administrative positions. These positions provide valuable training opportunities and experience for teaching staff who are pursuing administrative careers.

**International Languages
(Elementary and Credit)**
Administrator (17)
Assistant Administrator (11)
Assistant Administrator Resource (2)

**Credit Night School
(Semester 1 or 2)**
Administrator (5)
Assistant Administrator (3)

**Credit Summer School
(July)**
Administrator (12)
Assistant Administrator (24)
Assistant Administrator – Co-op (1)
Assistant Administrator – eLearning (1)

Position Description:

Successful candidates for administrative positions will be responsible for the operation of a Continuing Education site and Assistant Administrators will support the Administrator in that operation. Duties include:

- Planning for effective administration of the school site with a diverse group of staff and students
- Supervising program delivery to ensure curricular expectations are met
- Participating in the selection of teachers/instructors and in the evaluation of both program and teachers/instructors
- Aligning assessment and evaluation practices with board expectations
- Supervising the programs at the site (e.g., monitoring the comportment of students, handling emergencies, support staff)
- Active involvement in Continuing Education interviewing processes and professional learning sessions.

Please note:

- Appointments are made on an annual basis and all interested parties must go through the application process
- Appointments will be made to maintain a balance between administrative training opportunities and the need for experienced and effective leadership at each site
- The terms of these positions are outlined in Article 23 of the Collective Agreement.

In selecting and assigning Continuing Education Administrators and Assistant Administrators, preference will be given to candidates who have:

- Completed PQP – Part 1;
- Continuing Education Administrator/Assistant Administrator experience, Continuing Education teaching experience;
- Teacher-In-Charge experience;
- Demonstrated understanding of the importance of effective and positive communication with colleagues and parents;
- Strong organizational and interpersonal skills;
- Demonstrated knowledge of Ministry guidelines for assessment and evaluation including Policy 14;
- Demonstrated knowledge of teaching and learning strategies and implementation in the classroom.

Salary Schedule: **Administrator - \$8,746.57** **Assistant Administrators - \$6,776.93**
These rates include 4% vacation pay under the Employment Standards Act.

NOTE: All positions are subject to Board budget approval and are contingent on sufficient student enrolment.

Interested applicants must:

- apply through VIP between **May 13 – 17, 2019** and
- submit a hard copy resume, cover letter and cover sheet to Continuing Education via fax (905-270-1050) or email to elaine.mclean@peelsb.com no later than Friday, May 17 2019.
- Only those applicants successful in the screening process will be contacted to interview in late May 2019.

The Peel District School Board is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff who reflect the full diversity of the Region of Peel. We will make any reasonable accommodation, based on any of the human rights protected grounds to support candidates to participate in the hiring process.

When contacted, candidates will be provided with an overview of the various elements of the selection process, such as tests and skill demonstrations. We will provide employment accommodation (i.e., an accessible location, rescheduling of interviews that fall on religious holy days) if we are advised of an applicant's needs in advance of any part of the selection process.

Peel District School Board serves a diverse student population and community. We are committed to hiring staff who not only reflect the diversity of Peel Region, but who will also foster the success of our student population by demonstrating commitment to working in a diverse school community and/or work environment.

We appreciate the interest of all applicants, but will only be interviewing candidates whose skills, experience and qualifications best meet the requirements of the position.

Program Details

International Languages

- Saturday, September 8, 2018 to Saturday, June 8, 2019 (31 Saturdays)
- 8:00 a.m. – 1:00 p.m.
- 17 locations, 27 languages

Credit Night School

- Mondays and Wednesdays
- 5:30 – 9:30 p.m.
- Semester 1 – September 12 – December 12, 2018 (26 evenings)
- Sites: North Park S.S., AEC South (subject to change)
- Semester 2 – February 13 – May 29, 2019 (26 evenings)
- Sites: North Park S.S., Brampton Centennial S.S., AEC South (subject to change)

Credit Summer School

- Tuesday, July 2 to Monday, July 29, 2019 (20 days)
- 7:30 a.m. – 2:00 p.m.
- 12 sites, Summer Co-op, Peel eLearning-SUMMER, Peel Summer Study/Travel

Job Descriptions for Specific Assistant Administrator Positions

All job descriptions are subject to the same requirements as noted on page one (1) of this job posting. However, there are specific requirements for certain Assistant Administrator positions. See below.

International Languages – Assistant Administrator Resource

- Minimum of 5 years teaching experience at the elementary and/or secondary level;
- Demonstrated ability to meet the needs of diverse learners;
- A strong knowledge of language and language formation;
- Demonstrated leadership in implementing language initiatives;
- Experience using technology to assist in effective lesson planning.

The International Languages Resource Assistant will work with IL sites to:

- Determine the instructional needs of the teaching staff;
- Facilitate professional development workshops for new and experienced staff involved with teaching students from Junior Kindergarten to Grade 12;
- Recommend and develop appropriate classroom teaching materials and activities;
- Support teaching staff to implement the recommended activities;
- Liaise with community representatives for interview purposes;
- Assist the Vice-Principal of Continuing Education throughout the year with duties as assigned. (e.g. professional learning sessions)

Summer School - Co-op Education Assistant Administrator

- Minimum of 5 years teaching experience in Co-op Education;
- Demonstrated leadership in implementing Co-op Education initiatives;
- Experience using technology to assist in effective administration of Co-op Education.
- This position includes several pre-placement days from April through June, on Saturdays and during night school. Placement runs from Tuesday, July 3 to Friday, August 3, 2018

Summer School - eLearning-SUMMER Assistant Administrator

- Minimum of 5 years teaching experience with online learning tools (e.g. D2L, Google Classroom);
- Demonstrated leadership in implementing online learning initiatives;
- Experience using technology in an online environment;
- Effective administration of an online learning program;
- Assist the Administrator of Mississauga S.S. summer school as needed. This involves daily attendance at Mississauga S.S.

Applying to Continuing Education Positions in VIP

Step 1 VISIT VIP

All Continuing Education positions are posted on VIP. We do not accept hard copy resumes.

To access VIP:

- Go to:
www.peelschools.org
- Click on **Jobs**
- Click on **Application Process**
- Click on **Continuing Education Hiring**

Step 2 LOGIN OR CREATE AN ACCOUNT

- If you already have a VIP account, login to review and update your resume.
- If you don't have a VIP account, click on **REGISTER NOW** and create an account
- **DO NOT** create multiple accounts on VIP – one account will allow you to apply to different positions.
- Be sure to include your **Peel employee #, email address and the last 3 digits of your SIN** in your personal information.

STEP 3 CREATE OR UPDATE AN ONLINE RESUME

- To ensure that your application can be viewed by those doing the hiring, you must indicate “Yes, I would like my resume to be searchable.” Your resume will then be Online.
- To do so, go to the Review tab, scroll down and make the change. Otherwise it cannot be seen if it is Offline.

STEP 4 APPLY

- Select one position that you are qualified to apply to. Click on the job to review the posting and determine if you hold the required qualifications.
- If you wish to apply, you must click on the **APPLY** button.
- You can then search for another job and apply to that position.

IMPORTANT INFORMATION

- For current employees, you **MUST** enter your employee number, Peel email address, and the last 3 digits of your SIN.
- **DO NOT** create multiple accounts on VIP – one account will allow you to apply for different positions.
- All relevant academic qualifications and experience must be included.
- If you have multiple VIP accounts, please contact the Helpdesk at 905-890-1010, ext. 4357 to delete all but your most recent account.
- You must apply to each job individually.
- You can verify jobs to which you have applied by going to “My Job Application History”.
- If you “Unapply” to any posting your resume is no longer attached to that job posting.
- **TECHNICAL ISSUES:** For help contact the HELPDESK at 905-890-1010, ext. 4357.