

Credit Night School Teaching Opportunities

Continuing Education is seeking qualified classroom teachers and Guidance Counsellors for **Semester 1** of the Credit Night School program.

Course Duration: Wednesday, September 12 – Wednesday, December 12, 2018

Class Duration: Monday and Wednesday 6:00 to 9:30 p.m. (26 evenings)

First Consideration: Qualified applicants who taught in Night School in the previous semester 1 2017-2018 school year are eligible for **first consideration** in Semester 1 of the 2018-18 school year. Applicants must apply by **June 1, 2018** to the **FIRST CONSIDERATION job posting** to retain first consideration status. All other applicants will apply to the subject specific job postings.

Please note:

- Teachers must re-apply each semester for a Continuing Education teaching position
- Only those applicants selected for an interview will be contacted
- Teachers must hold qualifications to teach courses
- Staff hiring and appointments are conditional upon student enrolment
- School locations and teaching assignments are subject to change

Interested applicants should apply to the individual positions on VIP.

VIP Job Postings are open from Monday, May 8 to Friday, May 12, 2017

Applicants who will be on leave during the semester must apply to the posting to retain first consideration and have Human Resources notify Continuing Education in writing of their leave.

Salary Schedule: \$47.44 / hour (This rate includes vacation pay under the Employment Standards Act.)

If you encounter difficulties with the application process, either with updating your resume or applying to postings on VIP, please contact the Helpdesk at 905-890-1010 x 4357, Option 2.

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.

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, cursor 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.