

TEACHER Application Guide

We're eager to learn about the abilities and experiences you can bring to our classrooms. To make sure your teacher application reflects everything you have to offer, review this application guide and carefully complete your *Teacher Application for Employment*.



Apply online

For information about becoming a teacher with Edmonton Public Schools, visit epsb.ca/careers. That's where you can review the documents you need and apply.



To help us review applications more efficiently, we can only accept online applications.

Document checklist

Have you uploaded the following with your application?

- Teacher Application for Employment**
- Mandatory Applicant Disclosure**
- student-teaching reports *or* your most recent formal teaching evaluation**
- all post-secondary transcripts**
- two signed and dated reference letters with contact information**

You can include the following documents, but they're not required until you are offered employment:

- copy of a valid Alberta Teaching Certificate**
- copy of a Teacher Qualification Service (TQS) statement of qualifications**

What happens after you apply

Confirming your application

After you submit your application, we'll reply with an email to confirm we've received it. If any documents are missing, we'll send another email to let you know which documents are still required and how to submit them.

Applicant screening and interviews

Human Resources screens all complete applications. From there, we contact qualified applicants for initial interviews based on Division staffing needs and application strengths. Due to the volume of applications we receive, we are only able to contact applicants selected for an interview.

Joining our teaching pool

Edmonton Public Schools recruits to a pool of teaching applicants. We refer qualified applicants to principals from that pool when vacant positions are identified.

If your initial interview and reference checks are successful, we'll let you know by email when we add you to the teacher applicant pool. That's when you can also request to work as a substitute teacher.

Joining a school

We refer applicants to principals based on information provided from the screening, interview and reference-check process. Principals review that information and interview applicants to make the final hiring decision. Do not contact or submit applications to individual schools.



Updating your contact information

It's important to keep your information up to date after you submit your application. Otherwise, we might not be able to reach you for employment opportunities. If you need to update your contact information, go to epsb.ca/careers and sign in to your applicant account.



Working with us

When you are offered teaching employment, we'll ask you to provide:

- **government-issued photo identification (a driver's licence or passport)**
- **your Social Insurance Number**
- **your birth certificate or Alberta Health Services card**
- **your bank-account information to set up direct deposit**
- **a copy of your Alberta Teaching Certificate**

You must have a valid Alberta Teaching Certificate to work as a teacher.

To learn about Alberta's teacher-certification process, visit education.alberta.ca, contact the Office of the Registrar at Alberta Education at 780-427-2045 or email teacher.certification@gov.ab.ca.

- **your Teacher Qualifications Service (TQS) statement of qualifications**

The Teacher Qualification Service (TQS) is the agency in Alberta responsible for evaluating teachers' years of education for salary purposes. When you're employed as a teacher, you must provide us with a TQS statement of qualifications or confirmation you've applied for a TQS statement.

Find information about TQS statements at teachers.ab.ca, by calling 780-447-9400 or emailing tqs@ata.ab.ca.

- **Verification of Previous Teaching Experience**

For more information

Human Resources Consulting

Edmonton Public Schools

Centre for Education

1 Kingsway NW

Edmonton AB T5H 4G9

T 780-429-8245

E hrteacher@epsb.ca

W epsb.ca/careers

Edmonton Public Schools is committed to excellence and hires based on merit. We value diversity and welcome applications from all qualified individuals.

A few more facts

Contracts

Employee contracts are between teachers and Edmonton Public Schools and not for a specific school or teaching assignment. If you are offered a contract before the school year starts, you might not find out your specific school assignment until school begins.

Salary

The salary grid is set through collective bargaining between Edmonton Public Schools and the Alberta Teachers' Association.

Your place on the salary grid is determined by the Teacher Qualifications Service (TQS) evaluation and verification of your teaching experience.

In accordance with the Teachers' Collective Agreement, it is **your responsibility** to provide these documents.

All Edmonton Public Schools employees are paid electronically through direct deposit.

Benefits

All contract staff are enrolled in the Alberta School Employee Benefit Plan. We offer excellent and flexible benefits packages that include life insurance and disability insurance, vision and dental-care coverage, comprehensive health-and-wellness benefits and supports, and a pension plan.

Personal information

Edmonton Public Schools is committed to protecting your personal information.

We follow the rules set out in our board policies and in the *Freedom of Information and Protection of Privacy Act* and the *Education Act*.

When you're applying to work for the Division, we only collect your personal information to determine whether you're suitable, eligible and qualified to work with Edmonton Public Schools.

Your personal information may be entered into an applicant-tracking database so it can be accessed as needed to find applicants suitable for vacant positions. We keep all applications for at least one year.

The information you provide in your application is reviewed only by people involved in our recruitment and selection process. That could include Human Resources staff, Division administrators and interview-panel members.

The information in your application will be secured within Human Resources at the Centre for Education unless it's required off-site during the recruitment and selection process.