



***How can I
best position myself
for a contract?***

**February 18, 2020
10:15 - 11:30 a.m.**

Outline

1. Putting your best foot forward
2. The referral process explained
3. Making the most of the referral process
4. The school interview
5. Mid-year contracts
6. Resume tips
7. Interview tips
8. Spring Staffing



Put Your Best Foot Forward

- 7 classifications:
 - updated, high-needs areas
- Widest availability:
 - days, geographic areas
- Exemplary service:
 - principal request or recommendation



Referral Process

- Principal opens a vacancy
 - may want to consider the supply teacher
 - may request a specific teacher, (*reputation*)
 - may ask HR to recommend candidates
- HR selects and refers candidates
- HR releases candidate files to the principal

Referral Process

- Principal shortlists for interviews
- Principal interviews at the school
- Principal offers the assignment
- Candidate accepts, HR prepares the contract
- Contract signed @ the school
- Contract uploaded to staff Pinpoint file

Referral Process Details

- Know your staffing consultant
 - Jim Ray, Craig Wilson, Holly Hammell, Michelle Stevens

***limited time for one-on-one communication*
- Keep your information/file current
 - resume, reference letters, certificates
 - hrteacher@epsb.ca
 - availability: FTE, grades/subjects, areas of the city, days of the week/months

Referral Process Details

- Be sure we can reach you
 - phone number, email
 - we'll contact the school where you are subbing
 - no longer post to the supply website, but email out to “classifications”
 - may refer your name without reaching you first
- Honour what you have already told us
- No “seniority rights”



Referral Process Details

Factors behind a referral:

- strengths of numerous candidates
- school/assignment context
- is your name already referred out?
- who has had a recent referral and who has not?
- overall needs of Edmonton Public

The School Interview

- Do your homework:
 - website, principal's message, curriculum
- Demonstrate your fit for the assignment:
 - grade, subjects
 - school community, unique context
 - what units are they currently studying?
- If unsuccessful:
 - ask the principal for feedback
 - respectful, professional communication



Mid-year Contracts

- *Education Act*: maximum of 19 consecutive days on supply for an absent teacher
- 20th day = a contract
 - important for the school to keep booking you
 - switch over from supply pay to contract pay
 - benefits are retroactive
- Contract teaching:
 - pensionable, benefits, other collective agreement entitlements



Mid-year Contracts

- ***Temporary Contract:***
 - replacing someone who may return to the assignment
 - specified end date
 - “best guess” end date for medical absences
 - can be ended early with 30 days notice
 - medical updates, early return from maternity leave

Mid-year Contracts

- ***Interim Contract:***
 - “free and clear” assignment
 - less than a full school year
 - semester 2 assignment, mid-year retirement, reorganization at the school
- ***Temporary or Interim Contract:***
 - principal may complete a recommendation for a probationary contract for the next school year

Resume

- open the door for an interview
- highlight/summarize your skills and abilities

Resume

- 1 - 2 pages
- use the format that best fits you
- large, easy-to-read font
- white space, plain paper
- use strong, specific verbs to describe your responsibilities, accomplishments, experiences



Resume

Don't:

- capitalize *and* bold *and* underline
- write long lists
- use acronyms
- use informal language
- use borders, pictures, multiple fonts
- attach a photo
- rush



Resume

- Personal Contact Information
 - legal name
 - address
 - phone number(s)
 - email



Resume

- Career Goal

- describe your career goal, not yourself

- availability, division(s), subjects, part-time or full-time, type of school/community, special needs, alternative programs



Resume

- Teaching Experience
 - most recent contract/long-term supply at the top
 - summarize other/older experience
 - no need for a detailed chronology
- Non-teaching Experience
 - focus on transferable skills to teaching
 - highlight long-service, promotions

Resume

- Volunteering
 - highlight experiences with children/youth of the same age that you hope to teach
 - focus on skills/experiences related to teaching
 - e.g. Telus World of Science, BBBS, Study Buddy
 - highlight long-term commitment, advancement

Resume

- Special Skills or Training
 - First-aid, NVCI, Leveled Literacy
 - other skills/training relevant to teaching
 - language skills, computer/IT, blanket exercise or other First Nations, Métis, Inuit related training, bus driving license, ATA specialist councils



Resume

- Education

- all post-secondary studies, most recent first

- institution, dates, degree, GPA, awards/scholarships

- student teaching practicums

- include all practicum placements

- school, dates, grade(s) taught, subjects/units



Resume

- Personal Interests
 - what could enhance your contribution to a school community?
- References
 - professional not personal
 - relationship (supervised you teaching/working)
 - contact information
 - informed agreement to be a reference

Resume

Make sure your resume is free of spelling and/or grammatical errors.

“Assisted in the completion of documentation for publication of a research project regarding children's spelling”



Questions about resumes?

Activity: Small group work on resumes.

Interviewing

- being invited to an interview is a positive sign
- highlight who you are and your past performance as a teacher



Interviewing

- do your research on the school
- know the location, parking, arrive early
- dress professionally/comfortably
- ask ahead of time about a resume/portfolio
- write down the questions you want to ask

Interviewing

- don't focus on giving the “right” answers
- tell what *you* believe/value as a teacher
- give examples of your actions
- tie your answers to the assignment you are being interviewed for



Interviewing

- NO cell phone
- be yourself
- relax - breathe, drink water, write down the question



Interviewing

- listen to the question, repeat/clarify if needed
- listen for key words, “What *steps* would you take...”
- listen for two-part questions
- answer the question
- revisit a question later in the interview

Interviewing

- Be ready for some common questions:
 - Tell me what you know about our school?
 - What is it about this teaching assignment that interests you?
 - What would you say are your top strengths as a teacher?
 - What teaching skills are you currently working on?

Key skills and abilities

- Committed
- Collaborative, team-oriented
- Build effective relationships (students, parents, etc)
- Open to new ideas and change
- Able to find ideas and solutions from many sources
- Grit, resolve, able to deal with unwanted problems
- Believe you can make a difference in student learning
- Believe you can reach unmotivated students
- Have an optimistic outlook and life satisfaction



Key skills and abilities

- English Language Learning
- Literacy and numeracy
- Differentiation, enrichment and accommodations
- Student Mental Health
- Integration of Technology for Teaching and Learning
- Assessment
- Foundational knowledge of First Nations, Métis and Inuit culture



The best indicator of future performance is *past* performance.



Questions about interviewing?



Our New Financial Environment

Provincial education funding frozen at 8.2 billion

Provincial enrolment increase: +15,000 students

EPS enrolment increase: +3000 students per year

Efficiencies, cost savings must be found

We will be hiring ... but less and later

First, all continuing contract teachers must have places. (March 30 - June 19)

With less financial “wiggle room” principals will staff extra conservatively.

Most new hiring will be in late August, early September

Staffing for 2020 - 2021

- February : Provincial budget & funding model
- March: Schools' **projected** enrolment & budgets
- Pre-enrolment for students: March 9 - April 15
- Principals organize for instruction and decide assignments for continuing contracted teachers
- May need to IDFT teachers (deadline: May 15)
- Teacher ads March 30 - May 14
- IDFT teachers placed: June 8 - 19

Staffing for 2020 - 2021

- **Possible** teacher hiring: June 22 - July 3
- Teacher staffing on hold: July 4 - August 16
- Teacher staffing begins again: August 17

- NOTES:
 - contract type depends on the reason for the vacancy and the start/end date of the contract

Final Questions?



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