



JOB POSTING
POSTED: March 28, 2024
DEADLINE: 12:00 Noon, April 8, 2024

**Application for Teaching
Continuing Education, Remote Adult 18+ Secondary Credit
Summer School July 2024**

Program Dates: July 2, 2024 to July 26, 2024

Program Hours: 9:00 am to 3:30 pm

Location: Remote

The Toronto District School Board adheres to equitable hiring, employment and promotion practices.

The Toronto District School Board invites applications from qualified teachers to teach credit courses in July with the Continuing Education Department. Courses will be offered in all subject areas from Grade 9 to 12. Teaching vacancies and opportunities are subject to enrolment.

Teachers are selected based upon subject qualifications related to the delivery of the curriculum and the ability to work with secondary school adults in a summer school setting. Teachers must have a demonstrated ability to take actions that address Anti-Indigenous Racism, Anti-Black Racism, Antisemitism, Islamophobia, Anti-Asian Racism, and Ableism, among others, while promoting Human Rights, Equity and demonstrating Anti-Oppressive pedagogy.

Please click the following link for a complete course offerings: [Remote Adult 18+ Credit Courses 2024](#)

Note: Program dates may pose a conflict with TDSB e-Summer School sessions in July; therefore, the applicant can choose to accept employment in either TDSB Remote Adult 18+ Secondary Credit or e-Summer School 2024. Teachers may work in only one of these programs.

Requirements:

Teachers applying to the Remote Adult 18+ Summer Credit Program will be required to:

1. Provide their own equipment for program delivery including hardware and internet connection
2. Deliver the remote learning portion of the program through Brightspace

Note: Teachers working in this 2024 Summer School Program may be required to deliver courses from a physical TDSB location. Successful candidates must adhere to the TDSB Flexible Work Arrangements Policy and as such, are expected to reside in Ontario. If required, successful candidates will be notified by their Summer School administrator once sites/locations have been determined.

Summary of Duties:

The successful candidate will be responsible for:

- Effectively developing learning and assessment/evaluation materials appropriate for the successful delivery of an online course with diverse learners;
- Creating and maintaining a learning environment that is respectful and inclusive of all students and responsive to their unique needs;
- Collaborating with the department head and administrative staff to maintain a focus on successful outcomes for students;
- Accurately recording student achievement according to principles in *Growing Success*;

- Completing frequent mark updates for each student on an ongoing basis throughout the summer session;
- Responding within one school day to student/parent/guardian/caregiver questions pertaining to the course;
- Attending weekly online staff meetings and scheduled department meetings;
- Accepting the presence of administrators and program support staff in the class shell;
- Assisting with addressing and resolving all assessment and evaluation related issues; and
- Ensuring a detailed grades summary for the entire class is available on the last day of the session.

Qualifications:

Candidates must have:

- Ontario College of Teachers' Certificate of Qualifications;
- Knowledge and experience in TDSB Continuing Education programming is considered an asset;
- A broad knowledge of secondary school curriculum, assessment and evaluation;
- The ability and strong desire to relate effectively to students;
- Expertise in the use of technology;
- Demonstrated proficiency in the professional use of Information Communication Technology for online learning;
- Proven ability in promoting equitable practices which value inclusiveness and diversity;
- Demonstrated commitment to maintaining a learning/working environment that actively promotes and supports human rights;
- Strong interpersonal and organizational skills; and
- Strong oral and online communication skills.

Application Process:

Please e-mail a completed application package to: ConEdapplications@tdsb.on.ca

1. Please complete the application form on Page 3.
2. Please include your resume and a copy of your OCT Certificate of Qualification with your application.
3. Please quote "**Continuing Education Secondary Remote Adult 18+ Summer Credit Teaching**" in the subject line.
4. Deadline for applications: **12 Noon, April 8, 2024.**
5. Incomplete applications will not be considered.
6. Individual applications cannot be acknowledged.
7. Candidates selected for an interview will be contacted by telephone or e-mail.
8. Please note: Teachers may only work in one Summer School Program at the same time.

Application for Teaching Continuing Education Remote Secondary Adult 18+ Full Credit Summer School 2024

Personal Information:

Last Name: _____ First Name: _____
 TDSB Employee Number: _____ E-mail Address: _____
 Daytime Telephone No: _____ Work Location: _____
 Current Assignment (Elementary, Secondary, Both): _____

Please use the space provided to outline the strategies you would use to provide a supportive, engaging learning experience for students in our Remote Adult 18+ Full Credit Summer School program.

References (Referees must be Principals or Vice-Principals):

Name	Position	School/Organization	E-mail Address

We strive to meet the accommodation needs of persons with disabilities. Applicant are encouraged to make their needs for accommodation known in advance during the application process.