

Instructions for Applying to Unit B Job Postings

If applying to a Vacancy:

1. Use the '*Unit B Application or Lateral for Posted Vacancy*' form.
1. Circle **Application to a Vacancy** option on top of the form.
2. Required: **Job posting number** and **employee number**. Attach cover letter and resume.

If applying for Lateral Transfer:

1. Use the '*Unit B Application or Lateral for Posted Vacancy*' form.
1. Required: **Job posting number** and **employee number**
2. Circle **Lateral Transfer** option on top of the form.
3. Complete assignment details in the Lateral Transfer section. This section must be completed to determine if a Lateral Transfer is eligible in accordance with Article P.8

If on Redeployment/Surplus:

1. Write 'Redeployment' at the top right corner of the application form.

List B:

1. If you are a List B employee applying for a vacancy and you are currently working in a Long Term Supply (LTS) assignment, you must self-identify and provide details of the Long Term Supply assignment in order to be considered together with List A applicants. Next consideration will be given to all other List B applicants if the position is not filled from seniority List A.

Applications should be submitted using only ONE (1) of the following two methods:

- **E-mail to applications.unitb@tdsb.on.ca**
 1. In **MS Word** or **PDF** format only
 1. Attach the '*Unit B Application or Lateral for Posted Vacancy*' form
 2. Attach cover letter and resume (if required).
 3. In the subject line of email submissions, please indicate relevant information in the following format:
Employee Number - Posting Number (CUPE B-23-xxxx) – Position Title & Location
 4. A separate e-mail must be submitted for each posting.

OR

- **Fax to (416) 620-8760**
Only one application per fax submission. No batch submissions. Please retain a copy of the fax transmittal confirmation as proof of your submission.



JOB POSTING

No: CUPE B-23-0534

POSTED: March 31, 2023

DEADLINE: 4:30 p.m. April 17, 2023

International Languages Instructor - Elementary (Long Term Supply)

Tibetan - JK-2

Dr. Rita Cox-Kina Minogok PS.

Region: South

\$44.54 per hour (Plus 3.4% statutory holiday pay and 4% vacation pay)
(C.U.P.E. Local 4400, Unit B)

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

The Toronto District School Board invites applications for the position of **Tibetan - JK-2** International Language Instructor (Long Term Supply) at the above location. This position will report through the International Languages Program Officer to the Program Manager of International Languages.

Summary of Duties:

- Replace an absent **Tibetan - JK-2** International Language Instructor
- Instruct, evaluate, and report on the progress of **Tibetan - JK-2** International Language learners
- Provide a balanced program offering all five-communication skills: listening, viewing, and representing, speaking, reading, and writing and the arts
- Foster respect for all people and all cultures
- Record pupil attendance on Ministry Registers

Skills:

- Ability to read and write fluently in English and the language of instruction
- Ability to use the arts to promote language learning
- Ability to manage lessons with classes containing students of several ability levels
- Demonstrated ability to effectively adapt the curriculum around thematic units to accommodate and advance the skills of all students
- Commitment to work effectively as a part of a team
- Demonstrated willingness and ability to work in a multicultural, multiracial environment is an asset
- Excellent interpersonal skills

Education:

- Relevant teaching experience or appropriate related experience with elementary school-age children
- Teaching experience from other countries will be considered
- Post-secondary degree from an accredited institution is an asset
- Ontario Teaching Certification is an asset

Assignment Number: S-IA-JY-100101
Position Number: 50088897
Assignment Period: As soon as possible to May, 2023
Schedule: 3:45 p.m. to 6:15 p.m.
Hours: 2.5 hours per week (Wednesday)
Location: Dr. Rita Cox-Kina Minogok PS., 100 Close Ave.
 (Wheelchair accessible)

Notes:

1. Applicants, who are currently on the Redeployment List as a result of site closures, class closures, Program closures or departmental restructuring, should clearly make a note of this when applying for posted positions. These candidates will be given first priority for placement as per Article BB.1, BB.6 and BB. 6.1 of the Collective Agreement.
2. Applicants seeking a lateral transfer as per Article P.8.1 of the Collective Agreement will be given second consideration.
3. Applicants on Seniority List A, together with any Self-Identified Employee on Seniority List B, who is the successful applicant and working in a Posted Long-Term Supply Assignment will be given third consideration.
4. Applicants who hold positions from Seniority List B (Supply Staff List) will be given fourth consideration.
5. An otherwise qualified applicant who lacks the educational requirements of the position will have appropriate equivalent related experience considered.
6. The Employer shall review the hours of work of existing employees and the economic impact which will result if the Employer offers this position to such employee. Employees whose combined total hours of work of this advertised position and any other position(s) held at the TDSB attract overtime under the ESA shall not be considered for this vacancy.
7. All new hires to the Toronto District School Board are required to have a Police Reference Check as a condition of employment.

Applicants should complete a Unit B Application for a Position/Lateral Transfer form and attach a copy of their current resume. Résumés should indicate qualifications, ability and experience applicable to this position. **Your employee number must be included on each application.** Applications should be submitted no later than **4:30 p.m. on April 17, 2023** to:

Toronto District School Board
Employee Services – Unit B
Attention: Staffing Officer

Please quote Competition #CUPE B-23-0534 when responding to this Job Posting. Place this number on the outside of the envelope and the covering letter:

Competition Number	Region	Location
CUPE B-23-0534	South	100 Close Ave.

Please Note:

- a) We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.
- b) Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.