

## WQSB TEACHING VACANCIES 2017-2018 (External)

School	Job Number	Type of position	Category
<a href="#">Buckingham Elementary School</a>	BUC-FT-01	Full-Time	Resource
	BUC-RE-02	Replacement 100%	French Second Language - Elementary
<a href="#">Chelsea Elementary School</a>	CHE-RE-03	Replacement 100%	Special Education - Elementary [Chelsea Centre]*
	CHE-RE-04	Replacement 100%	Elementary 1-6
	CHE-RE-05	Replacement 100%	Elementary 1-6
	CHE-RE-06	Replacement 100% (to Dec-17)	Elementary 1-6
	CHE-RE-07	Replacement 100%	French Second Language - Elementary
<i>*Position with special requirements</i>			
<a href="#">D'Arcy McGee High School</a>	DAR-FT-08	Full-Time	French Second Language - Secondary
	DAR-FT-09	Full-Time	Special Education - Secondary
	DAR-FT-10	Full-Time	Ethics/Special Education - Secondary
	DAR-FT-11	Full-Time	English - Secondary
	DAR-RE-12	Replacement 100%	Math - Secondary
	DAR-RE-13	Replacement 100%	French Second Language - Secondary
	DAR-RE-14	Replacement 100%	Special Education - Secondary
<a href="#">Dr. S.E. McDowell Elementary School</a>	DRS-FT-15	Full-Time	French Immersion - Elementary
	DRS-FT-16	Full-Time	French Second Language - Elementary
	DRS-RE-17	Replacement 100%	Elementary 1-6
	DRS-RE-18	Replacement 100%	Elementary 1-6
<a href="#">Dr. Wilbert Keon School</a>	DRW-RE-19	Replacement 100%	English - Secondary
	DRW-RE-20	Replacement 100% (Jan-18 to Jun-18)	French Second Language - Secondary
<a href="#">Eardley Elementary School</a>	EAR-FT-21	Full-Time	French Immersion - Elementary
	EAR-RE-22	Replacement 100%	Physical Education - Elementary
	EAR-RE-23	Replacement 100%	French Immersion - Elementary
<a href="#">G. Theberge School</a>	N/A	N/A	N/A
<a href="#">Golden Valley School</a>	GOL-FT-24	Full-Time	Elementary 1-6
	GOL-FT-25	Full-Time	English - Secondary
	GOL-RE-26	Replacement 100%	Math/Science - Secondary
<a href="#">Greater Gatineau Elementary School</a>	GRE-FT-27	Full-Time	Elementary 1-6
	GRE-FT-28	Full-Time	Elementary 1-6
	GRE-FT-29	Full-Time	Elementary 1-6
	GRE-FT-30	Full-Time	Elementary 1-6
	GRE-FT-31	Full-Time	Elementary 1-6
	GRE-RE-32	Replacement 100%	French Second Language - Elementary
	GRE-RE-33	Replacement 100%	French Second Language - Elementary
	GRE-RE-34	Replacement 100%	Elementary 1-6
<a href="#">Hadley Junior High School</a>	HAD-FT-35	Full-Time	French Second Language - Secondary
	HAD-FT-36	Full-Time	Special Education - Secondary [Lindsay Place]*
	HAD-RE-37	Replacement 100%	Math - Secondary
	HAD-RE-38	Replacement 100%	Math - Secondary
	HAD-RE-39	Replacement 100%	French Second Language - Secondary
	HAD-RE-40	Replacement 100%	Special Education - Secondary
	HAD-RE-41	Replacement 100% (to Oct-17)	Special Education - Secondary
HAD-RE-42	Replacement 100%	Arts - Secondary	
<i>*Position with special requirements</i>			
<a href="#">Lord Aylmer Elementary School</a>	LOR-FT-43	Full-Time	Arts - Elementary
	LOR-RE-44	Replacement 100%	Elementary 1-6
	LOR-RE-45	Replacement 100%	Elementary 1-6
	LOR-RE-46	Replacement 100%	Elementary 1-6
	LOR-RE-47	Replacement 100% (to Oct-17)	Elementary 1-6
	LOR-RE-48	Replacement 100%	French Second Language - Elementary
<a href="#">Maniwaki Woodland School</a>	MAN-FT-49	Full-Time	Elementary 1-6
	MAN-RE-50	Replacement 100% (to Apr-18)	Kindergarten
	MAN-RE-51	Replacement 100%	English - Secondary
	MAN-PT-52	Part-Time 75%	French Second Language - Elementary
	MAN-PT-53	Part-Time 75%	English/Social Studies - Secondary
<a href="#">Namur Intermediate School</a>	N/A	N/A	N/A
<a href="#">Noranda School</a>	N/A	N/A	N/A
<a href="#">Onsow Elementary School</a>	ONS-FT-54	Full-Time	Elementary 1-6
<a href="#">Pierre Elliott Trudeau Elementary School</a>	PIE-FT-55	Full-Time	French Second Language - Elementary
	PIE-RE-56	Replacement 100% (to Jan-18)	Physical Education - Elementary
	PIE-RE-57	Replacement 100%	Resource
	PIE-RE-58	Replacement 100%	Elementary 1-6
	PIE-RE-59	Replacement 100%	Elementary 1-6
	PIE-RE-60	Replacement 100%	Elementary 1-6
	PIE-RE-61	Replacement 100%	Elementary 1-6
	PIE-RE-62	Replacement 100%	Elementary 1-6
	PIE-RE-63	Replacement 100%	French Second Language - Elementary
	PIE-RE-64	Replacement 100% (to Mar-18)	French Second Language - Elementary

School	Job Number	Type of position	Category
<a href="#">Philemon Wright High School</a>	PHI-FT-65	Full-Time	Math/Science - Secondary
	PHI-RE-66	Replacement 100%	French Second Language - Secondary
	PHI-RE-67	Replacement 100%	French Second Language/Special Ed - Secondary
	PHI-RE-68	Replacement 100%	Special Education - Secondary
<a href="#">Poltimore Elementary School</a>	POL-RE-69	Replacement 100%	Elementary 1-6
	POL-PT-70	Part-Time 70%	Elementary 1-6
<a href="#">Pontiac High School</a>	PON-RE-71	Replacement 100%	French Second Language - Secondary
	PON-RE-72	Replacement 100%	French Second Language - Secondary
	PON-RE-73	Replacement 100% (to Oct-17)	Math - Secondary
	PON-RE-74	Replacement 100%	Arts/Drama - Secondary
	PON-RE-75	Replacement 100%	Physical Education - Secondary
	PON-PT-76	Part-Time 60%	Welding - Secondary
<a href="#">Queen Elizabeth Elementary School</a>	QUE-PT-77	Part-Time 70%	French Second Language - Elementary
<a href="#">South Hull Elementary School</a>	SOU-FT-78	Full-Time	French Immersion - Elementary
	SOU-FT-79	Full-Time	Elementary 1-6
	SOU-RE-80	Replacement 100%	Kindergarten
	SOU-RE-81	Replacement 100%	Elementary 1-6
	SOU-RE-82	Replacement 100%	Resource
	SOU-RE-83	Replacement 100%	French Immersion - Elementary
	SOU-RE-84	Replacement 100%	French Immersion - Elementary
<a href="#">St. John's Elementary School</a>	STJ-FT-85	Full-Time	French Second Language - Elementary
	STJ-RE-86	Replacement 100%	Kindergarten (4 years old)
	STJ-RE-87	Replacement 100%	Elementary 1-6
	STJ-RE-88	Replacement 100% (to Dec-17)	Kindergarten
<a href="#">St. Michael's High School</a>	STM-FT-89	Full-Time	French Second Language - Secondary
	STM-RE-90	Replacement 100%	Special Education - Secondary
	STM-RE-91	Replacement 100%	Math/Science - Secondary
	STM-PT-92	Part-Time 50%	French Second Language - Secondary
	STM-PT-93	Part-Time 30%	Arts/Ethics - Secondary
<a href="#">Symmes Junior High School</a>	SYM-FT-94	Full-Time	French Second Language - Secondary
	SYM-FT-95	Full-Time	French Second Language - Secondary
	SYM-FT-96	Full-Time	Special Education - Secondary
	SYM-FT-97	Full-Time	Special Education - Secondary
	SYM-FT-98	Full-Time	Science/Science Immersion - Secondary
	SYM-RE-99	Replacement 100%	Math - Secondary
	SYM-RE-100	Replacement 100%	English/Ethics - Secondary
<a href="#">Wakefield Elementary School</a>	WAK-RE-101	Replacement 100% (to Dec-17)	Resource/Elementary 1-6
	WAK-RE-102	Replacement 100%	Elementary 1-6
	WAK-RE-103	Replacement 100%	Elementary 1-6
	WAK-RE-104	Replacement 50%	Elementary 1-6

For more information about these schools, please click on the schools' names.

Teachers wishing to apply for these positions are to do so by e-mail:  
**jobs\_emplois@wqsb.qc.ca**  
**by 4:00 p.m., May 17, 2017**  
**Attention: Human Resources - WQSB Teachers Vacancies 17-18**

**IMPORTANT**

When applying, please:

1. Attach your Resume.
2. Complete and attach the 'Reference Check Consent Form'.
3. Send a valid Security Background Check.
4. Complete and attach the 'WQSB Application For Teacher Postings Form 2017-2018'.
5. Clearly indicate the positions that you are applying for in order of preference (up to 10 positions).

**NOTE**

Teachers on the WQSB Priority of Employment Lists will be considered first for the positions 17-18.





## Replacement Position: Special Education Teacher Chelsea Centre 2017-2018

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Chelsea Elementary School is currently seeking a qualified teacher to complete a replacement contract for the 2017-2018 school year. The successful candidate will work in a small specialised enclosed class for children with adaptive and intellectual disabilities.

The teacher should meet the following criteria:

- Experience and training working with students who have exceptionalities;
- Experience with augmentative and alternative communication systems (i.e. PECs, Core Boards);
- Experience with children on the autism spectrum and the TEACCH program;
- Experience working with children with significant behaviour needs;
- A valid certification in non-violent crisis prevention and intervention (CPI);
- Experience working collaboratively and leading a group of support staff;
- Excellent communication skills and willingness to communicate regularly with parents;
- Experience collaborating with other professionals (i.e. occupational therapists, speech and language pathologist, etc.)
- Experience supporting class integration initiatives would be an asset.

**Teachers wishing to apply for this position are to do so by e-mail:**

**[jobs\\_emploi@wqsb.qc.ca](mailto:jobs_emploi@wqsb.qc.ca)**

**by 4:00 p.m., May 17, 2017**

**Attention: Human Resources – WQSB Teacher Vacancies 17-18**





## Full Time Position: Special Education Teacher (Secondary) Lindsay Place 2017-2018

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The Alternative Education Program, located at Hadley Junior High School/Philemon Wright High School was first established by the Council of Commissioners in an attempt to reduce the amount of expulsions within the school, focusing primarily on students under the age of 16. The daily functioning of the program is guided by the attachment-based integrated developmental paradigm of Dr. Gordon Neufeld.

The teacher should meet the following criteria:

- Neufeld training;
- Experience working with attachment-based integrated development paradigm;
- Experience working with students in different grade levels (grade 7-9);
- Experience working with students in various programs (Regular, Modified, Work Oriented Training Pathway);
- Demonstrated ability to work collaboratively;
- Leadership skills.

**Teachers wishing to apply for this position are to do so by e-mail:**

**[jobs\\_emploi@wqsb.qc.ca](mailto:jobs_emploi@wqsb.qc.ca)**

**by 4:00 p.m., May 17, 2017**

**Attention: Human Resources – WQSB Teacher Vacancies 17-18**



## WQSB APPLICATION FOR TEACHER POSTINGS FORM 2017-2018 (External)

- The application process is open to external candidates of the Western Quebec School Board.
- Complete and attach the Reference Check Consent Form.
- Attach an updated Resume and ensure you have a valid Security Background Check.
- Clearly indicate the positions that you are applying for in order of preference (up to 10 positions).

Teacher Candidate Name (print): \_\_\_\_\_

I am applying for the following position(s):

Priority	Job Number	School	Type of position	Category
1 (highest)				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Comments from the applicant:**

- PLEASE FORWARD YOUR APPLICATION and DOCUMENTS by e-mail TO: [jobs\\_emplois@wqsb.qc.ca](mailto:jobs_emplois@wqsb.qc.ca)
- APPLICATION MUST BE RECEIVED **by 4:00 p.m., May 17, 2017**
- SUBJECT LINE HEADING: **Attention Human Resources - WQSB Teachers Vacancies 2017-18**



**WQSB Candidate Reference Check Consent Form 2017-2018**

Candidate please read the information on this form carefully and completely.

Date: \_\_\_\_\_ Candidate Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**A. Consent**

I, \_\_\_\_\_, will or have applied for employment with the Western Quebec School Board and will or have provided information about my previous employment and/or relevant employment experience. I now authorize the Western Quebec School Board to conduct a reference check with my present and/or previous employer and/or anyone with knowledge of relevant employment experience. I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanor, rehire potential, dates of employment, and employment history. My signature below authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the Western Quebec School Board, whether the information is positive or negative.

I, \_\_\_\_\_, knowingly and voluntarily release all former and current employers, references, and the Western Quebec School Board from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Western Quebec School Board. I further authorize the Western Quebec School Board to obtain feedback and references from my supervisors over the course of my employment with the Western Quebec School Board. I understand that subsequent and continued employment with the Western Quebec School Board may be subject to this feedback. (This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.)

**B. References Contact Information**

Positions Applied For/Aspire to Hold: \_\_\_\_\_

School/Centre: \_\_\_\_\_

(1) Reference	(2) Reference	(3) Reference
Name:	Name:	Name:
Organization:	Organization:	Organization:
Telephone # and Email:	Telephone # and Email:	Telephone # and Email:
Relationship:	Relationship:	Relationship:

I, \_\_\_\_\_, authorize the Western Quebec School Board to contact the persons or organizations listed below for the purpose of obtaining reference information about me.

Candidate Signature: \_\_\_\_\_

## WQSB Structured Reference Check 2017-2018

### WQSB Context

A structured reference check is a systematic evaluation of a candidate's past job performance and/or related experience, based on conversations/written feedback with people who have worked with them. Like an employment interview, reference checking is most effective when it is well-structured and integrated thoughtfully into the hiring process. In contrast to an informal conversation, a well-structured reference check will yield useful information, increase hiring confidence in the results obtained and enhance the legal defensibility of the process if needed. Several characteristics set structured reference checking apart from a guided conversation and make it a valuable assessment tool that is aligned with merit. Our structured process is centered on three key elements:

- Verify the accuracy of the information that the candidate provided in the resume, online questionnaire and/or during the interview.
- Ensure that all questions relate to the requirements of the job and to employee performance/conduct during their previous relevant employment/educational/placement/co-op experience.
- Encourage references to provide evidence of job performance based on observable work behaviour.

#### A. Purpose of Reference Check:

The information that is gathered from reference checks can serve four main purposes:

- Verifying the accuracy of the information that is provided by job candidates on other assessment methods such as application forms, interviews and résumés;
- Assessing some of the qualifications from the Statement of Merit Criteria in order to predict candidate success on the job;
- Uncovering patterns of desirable or counterproductive behaviour in a candidate's work history; and,
- Identifying the developmental needs of candidates in order to determine appropriate training or developmental opportunities for a newly-hired employee.
- Reference checker should always limit their inquiries to job-related information. It is inappropriate to inquire about areas that are unrelated to actual job performance. These areas include questions related to: hobbies, social activities, political beliefs, residence, medical status, and any past legal actions including workers' compensation claims and safety complaints. Casual conversation can be particularly dangerous as it can easily stray into prohibited topics. Deviating from job-related topics can create the impression of an undisciplined process or that hiring will be based on issues that are not job-related. While there is no need to be artificially rigid, it is best for reference checkers not to stray from a businesslike focus on the task of reference checking. The Canadian Human Rights Act defines prohibited grounds of discrimination. These grounds are: race, national or ethnic origin, colour, religion, age, sex (which includes pregnancy or childbirth), sexual orientation, marital status, family status, disability and conviction for which a pardon has been granted. Accordingly, our standard reference check questions avoid these areas directly and indirectly.

#### B. What qualifications should be assessed by the reference check?

With limited time and resources to invest in an appointment/interview process we have decided upon a process is to standard structured-reference check.

#### C. What is the candidate's role in the process?

Job candidates should play an active role in selecting and preparing referees for the interview. Depending on the needs of your organization, candidates should:

- select three referees, provide the names and contact information of three referees;
- ensure that the referees have agreed to provide reference information and are available during the hiring process;
- ensure that accurate and current contact information is provided so that the referee can be reached easily;
- indicate the official language of preference of each referee if not English; and,
- provide references with information of the résumé, the job announcements and inform them of the hiring organization that will be conducting the interview/reference check.

#### D. WQSB Process:

- i. Checkers are to contact the three referees/references listed on the **WQSB Reference Check Consent Form for Potential Employees**;
- ii. that should include: recent immediate supervisors. Ideally, these supervisors will have observed the candidate in a position similar to the one being staffed.
- iii. Candidates are to follow the process outlined above.