

RECRUITMENT PROCESS

For Teachers/TTOCs (STA)

Application	SD62 only accepts applications for employment through Make a Future. All applications for Teachers Teaching On-call (TTOC) must include the following: ☐ Resume and Cover Letter ☐ Transcripts for Bachelor of Education Degree or Post Degree Program in Education ☐ Summative Practicum Reports from sponsor teacher/university supervisor (for new teachers) or a recent Teacher Evaluation Report, if available (for experienced teachers) ☐ BC Ministry of Education and Childcare Certificate of Qualification and BC Teacher Qualification Service (TQS) Category Card or proof of application for Certification of Qualification for newly graduated candidates <i>Please note that if all required documentation is not provided, the screening process may be delayed, or the application may not be considered.</i>
Screening	SD62 shortlists based upon meeting the criteria above as well as: • The current operational needs of the district • Good academic performance on university transcripts • Exemplary ratings on practicum or teacher evaluation reports <i>Due to the high volume of applications received, SD62 is only able to contact those candidates that have been selected for an interview.</i>
Interviews	Shortlisted candidates will be contacted to arrange a date and time for an interview: • Interviews will be conducted either in-person or on-line via Microsoft Teams • Interview questions are pre-determined, and responses are scored based upon a set rubric to ensure fairness in the process <i>Please note for French Immersion positions, those that apply may also be required to complete a District French Language Proficiency Assessment. Candidates that are successful in the interview will be contacted and move to the next step in the process. Candidates that are not successful in the interview will also be contacted but will not continue with the process.</i>
References	Upon successful completion of an interview, candidates will be sent a link to an on-line platform to provide the contact information for two (2) professional references: • References must include the candidate's current and most recent supervisor(s) • Reference will need to be available and willing to provide a reference. Candidates are asked to confirm with their references and ensure their contact information is up to date so there are no delays in the recruitment process • References will be completed by Human Resources either by email or telephone • All references are asked a set of pre-determined questions to ensure consistency and equity in the process <i>Candidates that are successful in their references will move to the next step in the process. Candidates that are not successful with their references will also be contacted but will not continue with the process.</i>

Onboarding	Upon successful completion of the references, candidates will be sent a link to a Welcome Package which includes all the necessary information to get candidates set up as new SD62 employees: ☐ Mandatory Training: - o New Hire Occupational Health & Safety (OHS) Orientation - o Workplace Hazardous Materials Information System (WHMIS) - o Violence Prevention Protocol (VPP) - o Communicable Disease Prevention Plan - o Bullying and Harassment - o Security and Privacy Awareness - o Public Interest Disclosure Act ☐ Required Documentation: - o Demographic Information - o Social Insurance Number Verification - o Work/Study Permit (if applicable) - o Emergency Contact Information - o Direct Deposit Authorization - o Pension Plan Declaration for Teachers Pension Plan (TPP) - o TD1 (BC) - o TD1 (Federal) - o Election to Stop Contributing to CPP (if 65-70) - o Health and Safety Orientation Form - o BC Teaching Certification of Qualification - o BC Qualification Service (TQS) Category Card - o Sooke Teachers Association (STA) Union Membership ☐ Employee Handbooks: - o SD62 Employee Handbook - o Teacher/TTOC (STA) Handbook <i>SD62 requests that packages be completed within 5 days of receipt. Please allow for 48 hours from the submission of your Welcome Package for review and processing.</i>
Start Date	You will receive a Staffing Notification a minimum of 24 hours prior to the start date you choose. <i>Once you receive your Staffing Notification, you will be able to start employment with SD62. If documentation is missing or package is incomplete it may delay your selected start date.</i>
Final Setup	Once set up as a SD62 employee, the following final steps occur: • IT will provide information on district username and password • Payroll will provide information on benefits and pay statement access • Human Resources will grant internal access for posting in Make a Future <i>Welcome to SD62!</i>

School District No. 62 (Sooke) is an equal opportunity employer. We are committed to diversity, equity and inclusion in a workplace that is free of discrimination and harassment. Our educational environments are welcoming and safe. Our staff and students value and appreciate our differences.