



**TEACH FOR
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CANADA**

JOB OPPORTUNITY WITH TEACH FOR CANADA

Part-time Teacher Selection Coordinator

Teach For Canada is looking for a hard-working change-maker to support our teacher reference check process.

The Basics

Job Term:	Part-time, contract
Hiring salary range:	\$18.27/hour - \$20.19/hour
Contract duration:	January 4 th , 2021 – June 25 th , 2021, up to 350 hours total, including some weekends
Location:	Remote working position
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	November 15th, 2020
Interview process:	Pre-interview task, virtual interview
Desired experience:	1 - 2 years' experience working in HR or related fields Proven customer service skills Experience working in an education setting would be an asset

Our Approach

Education in Canada is a success story. Study after study shows that our public schools are among the best in the world. But high overall quality masks deep inequality. Only 48 percent of First Nations youth living on reserve have a high school diploma. In the North, those numbers are even lower. And, too often, teachers arrive in northern First Nations without the preparation and support they need to succeed—and stay—in the classroom. The twin challenges of teacher supply and turnover compound historical injustice and systemic inequities to produce a statistical education gap between First Nations and non-First Nations communities.

Teach For Canada is a non-profit organization that works with northern First Nations to recruit, prepare, and support committed teachers who will increase student outcomes in the North. This model has been defined by First Nations community partners, our Circle of Advisors, our Board of Directors, and experienced northern educators.

Our Culture

Teach For Canada has a supportive work culture and offers a variety of benefits to its team members including access to physical and mental wellness supports, flexible hours, and professional development opportunities.

On our team we are fortunate to have a committed, experienced, talented, and humble group of leaders. Together, this team works hard to create meaningful impact. If you're looking for a multi-faceted, energizing, and rewarding work environment, then we want to hear from you!

Your Responsibilities

The Part-time Teacher Selection Coordinator supports the selection and matching processes within the Teacher Recruitment department. Specific responsibilities include:

- Lead reference calls for teacher finalists in the Teach For Canada selection process on lesson planning, classroom management, differentiated instruction, ability to succeed in a northern First Nation, and others
- Evaluate teaching evaluations and lesson plans
- Enter rubrics and detailed notes into Salesforce CRM
- Perform other recruitment, selection and matching tasks as needed

Your Fit

- **You are respectful of Indigenous cultures and histories:** You have a deep respect for the history, culture, and goals of Indigenous communities in Canada. You care that goals are reached in the right way.
- **You are organized:** You prioritize and plan to effectively meet competing deadlines.
- **You are detail oriented:** You are thorough in your work; you take the time to ask questions and ensure accuracy.
- **You communicate clearly:** You communicate concisely and you appreciate nuanced language that is motivating and honest.
- **You are a collaborative self-starter:** You recognize the strengths of others, work well in a team, and seek feedback but are not afraid to take initiative.

Application Process

Please send **one** PDF file containing a resume and cover letter to apply@teachforcanada.ca by **11:59pm November 15, 2020**.

Teach For Canada is an equal opportunity employer and is committed to building a diverse and inclusive team. As an organization that works with First Nations, we value Indigenous perspectives in the workplace and strongly encourage Indigenous candidates to apply.

Teach For Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the hiring process.