

JOB OPPORTUNITY WITH TEACH FOR CANADA

Teacher Selection Coordinator

Teach For Canada is looking for a hard-working change-maker to support our teacher selection and matching process.

The Basics

Job term:	Full-time, contract
Salary:	\$42,000 per year, prorated to contract
Contract duration:	April 1, 2021 – March 31, 2022
Location:	Currently a remote working position. May eventually require occasional travel to Toronto office dependent on public health guidelines due to COVID-19
Application method:	Cover letter and resume sent to apply@teachforcanada.ca
Closing date:	February 26, 2021
ZOOM Interview process:	Intro Interview (rolling) 1-hour interview: March 8-12, 2021 1 pre-interview task
Requirements:	Candidates must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor. More information on how to register with Miziwe Biik can be found under “Application process”
Desired experience:	1-2 years’ experience working in HR or related fields Proven customer service skills Experience working in an education setting would be a strong asset Proficient in Microsoft Excel and Google Suite

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 Teacher Selection Coordinator reports to the Director of Teacher Recruitment and supports the selection and matching processes within the Teacher Recruitment department. Specific responsibilities include:

- Submit and maintain job postings to national and regional job boards
- Design and post ads on Facebook, Instagram, LinkedIn, YouTube and others to recruit prospective northern teachers
- Pre-screen applicants to ensure they meet basic qualifications
- Evaluate written applications, resumes, and additional documents
- Send email notifications to applicants regarding their selection status
- Coordinate logistics for teacher interviews, including scheduling and follow-ups, liaising with teacher applicants and coordinating plans for First nations interview panelists
- Support interview weekends, including catering, material preparation, and day-of support
- Organize digital rubrics as well as interview recordings
- Prepare offline matching database USBs to send to community partners
- Organize data in Salesforce, Google Calendar, YouCanBookMe, and Dropbox
- Prepare handover files and notes for Teacher Development on selected teachers
- 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 detail oriented:** You are thorough in your work; you take the time to ask questions and ensure accuracy.
- **You are tech savvy:** You are proficient with Microsoft Excel and Google Suite and you learn new tech quickly. Experience with Salesforce and YouCanBookMe is a strong asset.
- **You are a planner:** You prioritize and plan to effectively meet competing deadlines.
- **You communicate clearly:** You communicate concisely and 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 your resume, cover letter and completed Miziwe Biik client registration form to apply@teachforcanada.ca by **11:59pm February 26, 2021**.

This job opportunity has been made possible through Service Canada and Miziwe Biik Aboriginal Employment & Training. To be eligible for this position, candidates must be registered with Miziwe Biik Aboriginal Employment and Training and working with an Employment Counsellor. In order to register with Miziwe Biik, candidates must be Indigenous, Inuit or Métis (non-status or status), they must be unemployed or underemployed, and live within the GTA (see map below). Registration forms can be found on the last page of this posting and sent to reception@miziwebiik.com to set up an appointment with an employment specialist. A completed client registration form and resume will be required for the appointment.

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.

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.



Service
Canada



**TEACH FOR
ENSEIGNER POUR LE
CANADA**

Greater Toronto Area





MIZIWE BIIK
ABORIGINAL EMPLOYMENT AND TRAINING SERVICES

FOR OFFICE USE ONLY

Projects: C ☐ E ☐

RD ☐ JT ☐ LS ☐ ☐

CLIENT REGISTRATION FORM

PERSONAL DATA

Last Name		First Name		Date of Birth (dd/mm/yy)		Gender:	
				<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Number & Street)		Apt. No.		City		Province	
						Postal Code	
						<input type="text"/>	
Telephone Number		Message Number		Social Insurance Number			
<input type="text"/>		<input type="text"/>		<input type="text"/>			
Email Address:							
Are you in receipt of							
Employment Insurance		<input type="checkbox"/>		Canadian Pension Plan		<input type="checkbox"/>	
Social Assistance		<input type="checkbox"/>		No Income		<input type="checkbox"/>	
Other (please list)		<input type="checkbox"/>					
Social Assistance Office _____ OW Caseworker Name / Number: _____							
For Employment Insurance, who is your Employment Counsellor? _____							
Have you collected Employment Insurance in the past three years? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Have you collected Maternity or Parental Benefits in the Past five years? Yes <input type="checkbox"/> No <input type="checkbox"/>							
How long have you been unemployed? Months _____ or Years _____							
How long ago was it when you accessed a training program? Months _____ or Years _____							
Please list the type of training you have taken _____							
Are you a Post-Secondary student: Yes <input type="checkbox"/> No <input type="checkbox"/> Year Graduated HS: _____ OSSD <input type="checkbox"/> GED <input type="checkbox"/>							
Have you ever been convicted of a criminal offence for which a pardon has not been granted: Yes <input type="checkbox"/> No <input type="checkbox"/>							
Housing: Rent: <input type="checkbox"/> Home Owner: <input type="checkbox"/> Transitional Housing: <input type="checkbox"/> Agency: _____ Shelter: <input type="checkbox"/> Agency: _____							

CHARACTERISTICS

Language Spoken		Language Written	
English <input type="radio"/> French <input type="radio"/>		English <input type="radio"/> French <input type="radio"/>	
Other <input type="radio"/> _____			
Do you consider yourself			
Status On-reserve <input type="radio"/>		Status Off-reserve <input type="radio"/>	
Inuit <input type="radio"/>		Metis <input type="radio"/>	
Non-status <input type="radio"/>			
Status Card Registry Number (10 digits): _____			
First Nations Band _____		Province _____	
Referred By			
Source _____		Contact Person _____	
		Telephone _____	

Marital StatusSingle ☐ Married or equivalent ☐

Number of Dependents _____

A person with a disability is one who, because of a long term or recurring physical or mental condition experiences difficulties in carrying out the activities of daily living.

Do you require any accommodation in the workplace resulting from a disability as defined above

Yes ☐ No ☐

If yes, please describe requirement: _____

Service Provided By _____ Telephone Number _____

Transportation

Driver's License Type _____

Access to Transportation ☐Willing to Relocate ☐

EDUCATION

High School Grade or Equivalency Completed: _____**College:**Year One ☐ Year Two ☐ Year Three ☐**Discipline** _____**Diploma:**Yes ☐ No ☐

Year Attained _____ Province of College _____

University:Year One ☐ Year Two ☐ Year Three ☐ Year Four ☐**Discipline** _____**Degree:**Yes ☐ No ☐

Year Attained _____ Province of College _____

Other Training Programs, Courses, Certificates, or License/Trade Certificates Achieved:

CLIENT REGISTRATION FORM

EMPLOYMENT SOUGHT

Work Preference 1	Years Experience
Work Preference 2	Years Experience

EMPLOYMENT HISTORY

Current or Last Employer Employer or Company Name	From	To
Job Title	Paid o	Volunteer o
First Previous Employer Employer or Company Name	From	To
Job Title	Paid o	Volunteer o
Second Previous Employer Employer or Company Name	From	To
Job Title	Paid o	Volunteer o

I verify that the information is complete and correct, and I understand it may be subject to verification. Information on the client registration form is collected for the purpose of providing employment assistance. This information, when provided to Canada, is protected under Canada's Privacy Act and you have the right under the Privacy Act to obtain access to that information from Canada. I hereby authorize the release of any information contained in my application form.

Client Signature

Date