


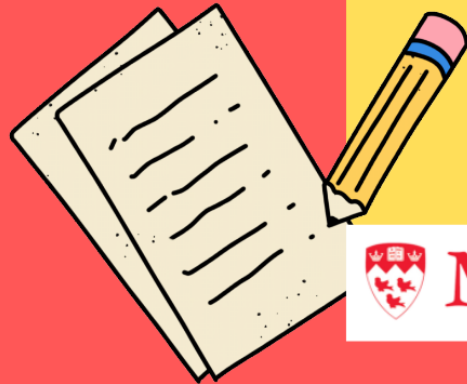
SUBSTITUTE TEACHING INFO SESSION



ONLINE VIA ZOOM

TUESDAY SEPTEMBER
26 2023

6:30 PM TO
7:30 PM



McGill

Faculty of
Education

Internships and
Student Affairs

Agenda

- Job Search in Québec
 - ✓ Hiring Timelines
 - ✓ Portrait of Education in Québec
 - ✓ Take Action!
- Application Procedures
 - ✓ Apply to Education
 - ✓ Specific school board information



Hiring Timelines

February

- McGill Education Career Fair: kick off for job applications (within Canada)
- Start setting up profile and teaching portfolio on [applytoeducation](#) – watch tutorial video created by Education Career Services on [YouTube](#)
- Start submitting applications

March & April

- Continue submitting applications
- Contact private schools and keep an eye on [FEEP/QAIS websites](#)
- Attend recruitment events (at McGill or external): e.g. [Launch your Teaching Career in BC](#) or [ApplytoEducation Online Job Fairs](#)
- Some school boards may start interviewing as early as March

March, April, May & June

- Interviews

August

- Last minute hiring – good time to reconnect with your network and go in person into schools

Portrait of Education in Québec

Generally, school boards will have job postings or a general call for applications directly on their website.

9 ANGLOPHONE SCHOOL BOARDS IN QUEBEC

1. [English Montreal School Board](#) (Montréal)
2. [Lester B. Pearson](#) (Montréal – West Island)
3. [Sir Wilfrid Laurier](#) (Laval, Laurentides)
4. [Riverside](#) (South Shore)
5. [New Frontiers](#) (South Shore)
6. [Western Quebec](#) (Gatineau area)
7. [Central Quebec](#) (Quebec City)
8. [Eastern Shores](#) (Gaspésie)
9. [Eastern Townships](#) (Estrie)

60 FRANCOPHONE CENTRES DE SERVICES IN QUEBEC

Montréal region:

- [Centre de services scolaire de Montréal](#) (Plateau, Hochelaga, Rosemont, Côte-des-Neiges, NDG)
- [Centre de services scolaire Marguerite-Bourgeoys](#) (Verdun, LaSalle, Lachine, West Island, etc.)
- [Centre de services scolaire de la Pointe-de-l'Île](#) (Montreal North, Saint-Léonard, Anjou, etc.)



Portrait of Education in Québec

Private/Independent Schools – Hire independently.

Approach schools individually, or check the association websites.

[QAIS](#) – Quebec Association of Independent Schools: 25 English schools
(most in the Montreal region, some exceptions)

[FÉEP](#) – Fédération des établissements d'enseignement privés: 193 schools

[CAIS](#) – Canadian Accredited Independent Schools: approx. 90 schools across Canada



Take Action!

- Check school board websites regularly
- Apply regularly to postings¹
- Send cold applications (and don't forget to follow-up)
- Contact employers to see if they are hiring (principals have hiring power!)
- Network with schools in your area & people in the field (stay in touch with CT, supervisors, principals, etc.)
- Set up information interviews or [career conversations](#) to network
- Get your foot in the door: substitute, tutor, extra-curricular, teacher's assistant, volunteer...
- Let family and friends know you are looking. Education is a smaller community than we might think!



¹ – Some school boards (e.g. CSSDM, EMSB) reset their recruitment bank every year. Therefore it is not a problem to apply more than one time. Also, don't forget to update your application and documents if your situation changes! (e.g. French test passed, your address, etc.)

APPLICATION



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Apply to Education (ATE)



Many English school boards in Quebec have recently transitioned (2022) to use this platform:
EMSB, RSB, NFSB, WQSB, and more!

Questions? Look for the answer on the online [Help & Training](#) site
1-877-900-5627, call the customer service line from 7:30 AM to 7:00 PM, Monday to Friday

Check out the Education Career Services [tutorial video](#) on how to create your profile and apply to positions.



Applying to EMSB



Commission scolaire
English-Montréal

English Montreal
School Board

- EMSB does their substitute teacher hiring on [Apply to Education](#) or through jobs@emsb.qc.ca
- In most cases, you must have a teaching degree to be considered for substitution
*(*there are exceptions to the rule, some people can start subbing after their FE3 at an EMSB school, or during their last year of B.Ed studies)*
- You need to be interviewed in order to be considered for substitution
- If your interview is successful, you will receive a sub card
- Join the Facebook Group [EMSB substitute teachers](#)



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Applying to LBPSB



- Complete the “Substitute Teachers” online application, using [Apply to Education](#)
- In most cases, you must have a valid teaching permit to be considered for substitution
*(*there are exceptions to the rule, some students can start subbing after FE3, upon special request and strong endorsement from the school Principal)*
- Two ways to become full LBPSB employee:
 - Option 1 – candidates completing their final field experience (FE4) at an LBPSB school will be interviewed at their host school during or after their final field experience
 - Option 2 - other candidates should [apply for the annual interview period](#) in March / April, or throughout the year (as needed)
- Not all applicants will be selected for interview, and selection is prioritized according to current staffing needs
*(*teachers qualified to instruct in **French** are in high demand so candidates with French certification should be sure to highlight that information on their CV)*
- Candidates approved for hire will have access to the automated substitution system
- [LBPSB – Join Our Team](#) (website)

Applying to SWLSB



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

- Send your CV to hrsecretary@swlauriersb.qc.ca or visit [Substitute Teachers page](#) on the SWLSB website
- You will then be sent a list of documents required in order to open your file
- Once all required documents have been received by the school board, your file will be opened in SWLSB's absence management system
- You will then be given a username and password which will allow you to access (and apply for) available substitute jobs in SWLSB's schools
- Sir Wilfrid Laurier School Board will prioritize certified teachers to be added to the substitution list

*(*there are exceptions, recently SWLSB's HR representatives stated that all B.Ed students who have completed 15 credits or more in education courses should enroll for substitute teaching opportunities ASAP!)*



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THE SIR WILFRID LAURIER SCHOOL BOARD IS LOOKING FOR TEACHERS.

**Replacements and Substitutes
for our schools / centres in Laval.**

Applying to RSB



- Send updated CV and cover letter to: riversidecv@rsb.qc.ca
- Submit application online through the [SUPPLÉANCE / SUBSTITUTION](#) application portal
- For students who are not graduating this year, you can send in your CV and cover letter and if subs are needed during the school year, there is a possibility you will get an interview and be called for subbing.
- If you did a Field Experience in this school board, you may not be required to do an interview for substitution, but a reference from the school principal is needed.



Applying to NFSB



- The New Frontiers School Board hires teachers for casual supply (substitution) in the following order of priority:
 1. Teachers with legal qualifications;
 2. Applicants who are currently enrolled in a recognized education program leading to legal qualification and have completed at least one year (30 credits);
 3. Applicants with a minimum of an undergraduate degree in a related field and who have a strong aptitude for working with students
- Anyone interested in applying is encouraged to visit the New Frontiers School Board [jobs website](#)
- Submit online through the [SUBSTITUTE TEACHERS](#) application on the ATE portal



Applying to the *Centres de services scolaires*

Le Centre de services scolaire de Montréal (CSSDM)

Complete the online application: [Enseignant-e-s qualifié-e-s/ étudiant-e-s](#)

Contact: inforh@csdm.qc.ca

Le Centre de services scolaire Marguerite-Bourgeoys (CSSMB)

Search for available postings: [Enseignement](#)

Le Centre de services scolaire de la Pointe-de-l'Île (CSSPI)

Complete the online application: [Enseignant\(e\), suppléant\(e\)](#)

Contact: rh-enseignant@csspi.gouv.qc.ca



Applying to QAIS / FEEP schools



- Send your CV to the Head of School via email, [see full list of QAIS schools](#)
- Check the [QAIS Career Corner](#) or [Emploi FEEP](#) for up-to-date hiring needs





Current Circumstances

- **Substitute Teaching Policy concerning Placements / Internships (FE3, FE4, IN1, IN2)**
 - [McGill Teacher Candidates acting as Substitute Teachers](#)
 - Questions? placements.education@mcgill.ca
- **Obtain up-to-date information using Facebook Groups**
 - [Quebec Teachers](#)
 - [EMSB Substitute Teachers](#)
 - [LBPSB Substitute Teachers](#)
- **In the News...**
 - Montreal Gazette - [Quebec wants to recruit 8,000 employees in the school system by 2026](#)
 - CTV News - [Staff shortages expected for start of school year, warn Quebec education unions](#)



Teacher Certification



- Visit the ISA website for all the information you need: [Teacher Certification for B.Ed. Students](#)
- If you are finished your courses and are waiting for your brevet, you can be granted a letter of attestation from the university stating you have successfully completed your studies, at which point you can apply for a contract.
- Teacher candidates who wish to teach in another province or in another country **must first apply for and receive their Teacher Certification in Quebec** before applying directly to the Teacher Certification office in the other relevant province or country.
More info here: [Teacher Certification in Canada](#)
- Normally, all provinces recognize the teacher certification issued by other provinces without additional courses

