



St. James–Assiniboia School Division

Great Schools for Growing and Learning

January 2024

SUBSTITUTE TEACHING REQUIREMENTS FOR NEW GRADUATES

In order to be eligible to substitute teach you must have all course work and student teaching blocks completed. Your application package must include:

- [Division Teaching Application](#)
- **Current resume**
- [Two Reference Forms](#) We will also accept letters of reference. Reference forms can be emailed to the address below or submitted with the application package.
- **Criminal Record Check** – apply online: [Winnipeg Police Service website](#). If your home address is outside city limits you must complete this check at your local RCMP detachment.
- **Child Abuse Registry Check** - Can either be obtained in person at 777 Portage Avenue or [Online](#).
- **Letter from Professional Certification Unit (Manitoba Ed.)** - Once you have applied for certification and have submitted all required documentation, you will receive email correspondence from PCSRU authorizing you to fill a substitute or term teaching position beginning April 1. This letter can be forwarded to the address below or printed and included with your application.

Important Notes:

- Professional Certification will require **original** criminal record and child abuse registry checks for your teaching certification application. Please keep in mind that we need to **see** the originals but will make photocopies for our files. Please consider requesting additional copies of these checks when you apply for them.
- If placed on the sub list you will receive a hiring package by email with further instructions and information regarding registration with the Division's automated substitute dispatching system.
- Only those selected for hire will be contacted.

Should you have any questions please email Kristina Pawlyk at kristina.pawlyk@sjasd.ca

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. We value diversity in our workplace; hence, we invite and encourage applications from people that self identify as members of designated groups (Aboriginal peoples, persons with disabilities, members of visible minority, and women).

If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.