



## **SUBSTITUTE TEACHERS**

The St. James-Assiniboia School Division is continually hiring Manitoba Certified Teachers as Substitutes.

This is casual employment at various locations throughout the division to meet our staffing needs.

### **The following documents are required in order to be considered:**

- [Division Teaching Application](#)
- **Current resume**
- [Substitute Teacher Reference Form](#) We will also accept letters of reference. Reference forms can be emailed to the address below or submitted with the application package.
- **Manitoba Teachers' Certificate** – (Provide a copy of your card.) You must hold a valid teaching certificate issued by Manitoba Education.
- **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.* If you wish to keep the original documents, the Board Office Receptionist can make a certified copy for your application. Documents must be dated within one year.
- **Child Abuse Registry Check** - Can either be obtained in person at 777 Portage Avenue or [Online](#). If you wish to keep the original documents, the Board Office Receptionist can make a certified copy for your application. Documents must be dated within one year.

**Completed application packages should be submitted by email to**  
[kristina.pawlyk@sjasd.ca](mailto:kristina.pawlyk@sjasd.ca)

### **Please note:**

- **Substitute Teachers currently employed and actively working in the division DO NOT need to reapply from year to year.**
- Applications will not be considered until all of the above documents are received.
- **Only those applicants selected for hire will be contacted.**

*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.*