

HUMAN RESOURCE SERVICES



TEACH

WITH THE

PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON
CATHOLIC DISTRICT SCHOOL BOARD

FOR

2016-2017



*Peterborough Victoria
Northumberland and Clarington
Catholic District School Board*

www.applytoeducation.ca

Join Our Team!

Dear Candidate,

Thank you for your interest in teaching and learning in Peterborough Victoria Northumberland and Clarington Catholic District School Board (PVNCCDSB). We serve over 14,000 students in urban and rural communities in a beautiful area north east of Toronto. We are blessed to be publicly funded and to have the opportunity to impact so many of our young people in their learning, their sacramental formation and in the ongoing development of their moral conscience in an environment rooted in our Gospel values and faith traditions.

We have a very elegant means of guiding and articulating this process in our Ontario Catholic School Graduate Expectations. These seven learning goals describe the aspirations and promise of Catholic Education well lived. It starts with “the discerning believer formed in the Catholic faith community who celebrates the signs and sacred mysteries of God’s presence through word, sacrament, prayer, forgiveness, reflection and moral living.” Clearly this is an ongoing process that involves not just our students but each of us who is called to accompany them on this journey - our teachers and support staff, our families and our local clergy and our trustees - so that ultimately, they will become “responsible citizens who give witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.”

We believe that our Catholic schools need to constantly innovate so as to provide the rich learning opportunities that will help each and every one of our students, with their multiplicity of gifts and challenges, to achieve this common good. In order to succeed in this endeavor we are committed to attracting and retaining exemplary teachers who can demonstrate a visible commitment to life-long learning and a proven ability to lead the learning of others in the 21st century fluencies of critical and creative thinking, effective communication, collaboration in the support of literacy and numeracy development. If you believe that you have these skills and attributes, we encourage you to apply for an opportunity to teach and learn in our PVNCCDSB community.

Vision

Achieving Excellence in Catholic Education through
Learning, Leadership and Service

Guiding Principles

1. We will live the Christian message and promote the cause of Catholic education.

We are responsible for sharing the Gospel message and promoting Catholic education. This principle emphasizes the service role that we have in our school communities as well as the responsibility we have of developing and maintaining a hospitable, compassionate, and understanding environment.

2. We will ensure that students come first.

All individuals and departments supporting the mission of the Catholic School Board must identify objectives and strategies that enhance the quality of education and services. Board Policies and Board Plans can serve as a starting point to help individuals and departments identify specific objectives and strategies.

3. We will operate effectively.

We are responsible for examining the organizational structure, and initiating and supporting changes to improve effectiveness. We are equally responsible and accountable for the financial and material resources at our disposal.

4. We will develop and maintain alliances.

We have individual and group responsibilities to develop partnerships. We need to identify potential partners and work with them for the greater good of the community.

5. We will communicate effectively.

We have a responsibility to invite participation and feedback, and to keep people informed.

6. We will be responsible for personal renewal.

Personal renewal refers to taking control of our physical, social, spiritual, and mental well being. We have an individual responsibility for staying abreast of developments in our field work.

Peterborough Victoria Northumberland and Clarington Catholic District School Board

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is located in an area of untouched natural spaces that stretch as far as the eye can see. Pristine lakes and rivers for swimming, boating, fishing, and relaxing; quaint villages and settlement areas waiting to be expanded.

At the heart of our Catholic District School Board lies the City of Peterborough, just 90 minutes from Toronto and three hours from the U.S. border. This is where the main administrative office for the Board is located.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board operates a school system which covers 10,000 square kilometres with 30 elementary schools and 6 secondary schools. We have an enrolment of approximately 14,600 students. Our Catholic school district encompasses all or part of 56 municipalities including Peterborough, Lindsay, Cobourg, Port Hope, Campbellford, Bowmanville, and Courtice.

The children of our region are blessed with the sparkling water and clean air of playland Ontario. Here, life can be full and rich, no matter what the age.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board values diversity and inclusiveness and employs a highly professional staff of approximately 967 teachers and 683 administrators and support staff. The Board provides specialists in new teacher mentorship, curriculum, counselling, library, languages, and religious education. Special Education services are provided by the Student Services staff. French Immersion programs are provided in each of the Board's regions. Each school has a full complement of educational assistants, secretaries, custodians, and resource personnel.

Seven dedicated elected Trustees work in co-operation with the Director of Education to establish policies, approve budgets, and to ensure that students are receiving quality Catholic education.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board provides attractive employment opportunities that come complete with a competitive salary and benefits package, outstanding classroom resources, and excellent professional growth opportunities.

The Board welcomes teachers and invite applications for the 2016/2017 School Year.

Persons who are currently certified with the Ontario College of Teachers, or who will be certified with the Ontario College of Teachers for September 2016 are invited to apply.

While we will be attending recruitment fairs this year, we invite candidates to consider our Board as early as possible.

Applications will only be accepted through
www.applytoeducation.ca

What We Offer You

- ❖ Laptops for each permanent teacher in our system
- ❖ E-Learning hub school
- ❖ Network of Distinguished Colleagues
- ❖ Cultural Diversity
- ❖ Professional Growth and Leadership Opportunities
- ❖ Commitment to Class Size
- ❖ English and French Immersion Programs
- ❖ Safe School Environment
- ❖ Technology-Rich Learning Environment
- ❖ Strong Program Support
- ❖ Competitive Salary Base
- ❖ Comprehensive Benefit Package



2016-2017 Directory of Schools

CITY OF PETERBOROUGH

Holy Cross Secondary, Peterborough
1355 Lansdowne Street West
Peterborough, ON, K9J 7M3
(705) 748-6664
Fax: (705) 742-1498

Immaculate Conception, Peterborough
76 Robinson Street
Peterborough, ON, K9H 1E8
(705) 745-6777
Fax: (705) 745-9620

Monsignor O'Donoghue, Peterborough
2400 Marsdale Drive
Peterborough, ON, K9L 1Z2
(705) 743-9851
Fax: (705) 743-1838

St. Alphonsus, Peterborough
875 St. Mary's Street
Peterborough, ON, K9J 4H7
(705) 742-0594
Fax: (705) 742-4215

St. Anne, Peterborough
240 Bellevue Street
Peterborough, ON, K9H 5E5
(705) 742-3342
Fax: (705) 742-7060

St. Catherine, Peterborough
1575 Glenforest Blvd.
Peterborough, ON, K9K 2J6
(705) 742-6109
Fax: (705) 742-4549

St. John, Peterborough
746 Park Street South
Peterborough, ON, K9J 3T4
(705) 745-4113
Fax: (705) 745-9707

St. Patrick, Peterborough
300 Otonabee Drive
Peterborough, ON, K9J 8L9
(705) 742-9801
Fax: (705) 742-0275

St. Paul, Peterborough
1101 Hilliard Street
Peterborough, ON, K9H 5S3
(705) 742-2991
Fax: (705) 742-6685

St. Peter Secondary, Peterborough
730 Medical Drive
Peterborough, ON, K9J 8M4
(705) 745-1358
Fax: (705) 745-5025

St. Teresa, Peterborough
1525 Fairmount Blvd.
Peterborough, ON, K9J 6S9
(705) 745-0332
Fax: (705) 742-3236

PETERBOROUGH COUNTY

St. Joseph, Douro
405 4th Line
R.R. #1, Douro, ON, K0L 1S0
(705) 652-3961
Fax: (705) 652-8247

St. Martin, Ennismore
531 Ennis Road
Ennismore, ON, K0L 1T0
(705) 292-8997
Fax: (705) 292-1915

St. Paul, Lakefield
P.O. Box 370, 2 Grant Avenue
Lakefield, ON, K0L 2H0
(705) 652-7532
Fax: (705) 652-8942

St. Paul, Norwood
P.O. Box 310, 55 Oak Street
Norwood, ON, K0L 2V0
(705) 639-2191
Fax: (705) 639-5192

CITY OF KAWARTHA LAKES

St. Luke, Downeyville
R.R. #5, Lindsay, ON, K9V 4R5
(705) 799-5265
Fax: (705) 799-0583

St. John Paul II, Lindsay
130 Orchard Park Road
Lindsay, ON, K9V 5K1
(705) 324-7445
Fax: (705) 324-1104

St. Dominic, Lindsay
320 Mary Street West
Lindsay, ON, K9V 5X5
(705) 878-3660
Fax: (705) 878-1086

St. Mary, Lindsay
16 St. Lawrence Street
Lindsay, ON, K9V 2J8
(705) 324-3113
Fax: (705) 324-1543

St. Thomas Aquinas Secondary, Lindsay
260 Angeline Street South
Lindsay, ON, K9V 0J8
(705) 878-4117
Fax: (705) 878-4059

NORTHUMBERLAND COUNTY

St. Mary, Campbellford
P.O. Box 1120, 35 Centre Street
Campbellford, ON, K0L 1L0
(705) 653-1370
Fax: (705) 653-4432

Notre Dame, Cobourg
760 Burnham Street
Cobourg, ON, K9A 2X6
(905) 377-9967
Fax: (905) 377-1214

St. Joseph, Cobourg
919 D'Arcy Street North
Cobourg, ON, K9A 4B4
(905) 372-6879
Fax: (905) 372-5956

St. Mary Secondary, Cobourg
1050 Birchwood Trail
Cobourg, ON, K9A 5S9
(905) 372-4339
Fax: (905) 373-4529

St. Michael, Cobourg
23 University Avenue West
Cobourg, ON, K9A 2G6
(905) 372-4391
Fax: (905) 372-1452

St. Mary, Grafton
Box 40
Grafton, ON, K0K 2G0
(905) 349-2061
Fax: (905) 349-1099

St. Anthony, Port Hope
74 Toronto Road
Port Hope, ON, L1A 3R9
(905) 885-4583
Fax: (905) 885-6702

2016-2017 Directory of Schools CONTINUED

MUNICIPALITY OF CLARINGTON

St. Elizabeth, Bowmanville

610 Longworth Avenue
Bowmanville, ON, L1C 5B8
(905) 697-9155
Fax: (905) 697-9376

St. Joseph, Bowmanville

90 Parkway Crescent
Bowmanville, ON, L1C 1C3
(905) 623-5151
Fax: (905) 623-6783

Holy Family, Bowmanville

125 Aspen Springs Drive
Bowmanville, ON, L1C 0C6
(905) 623-6255
Fax: (905) 623-6131

St. Stephen Secondary, Bowmanville

300 Scugog Street
Bowmanville, ON, L1C 3K2
(905) 623-3990
Fax: (905) 623-9991

Good Shepherd, Courtice

20 Farmington Drive
Courtice, ON, L1E 3B9
(905) 404-9868
Fax: (905) 404-9972

Monsignor Leo Cleary, Courtice

3820 Courtice Road North
Courtice, ON, L1E 2L5
(905) 433-0331
Fax: (905) 433-9933

Mother Teresa, Courtice

78 Glenabbey Drive
Courtice, ON, L1E 2B5
(905) 433-5512
Fax: (905) 433-1988

Holy Trinity Secondary, Courtice

2260 Courtice Road
Courtice, ON, L1E 2M8
(905) 404-9349
Fax: (905) 404-9372

St. Francis of Assisi, Newcastle

1774 Rudell Road
Newcastle, ON, L1B 1E2
(905) 987-4797
Fax: (905) 987-7279

FRENCH IMMERSION PROGRAMS

Elementary

St. Anne, Peterborough
St. Catherine, Peterborough
St. Joseph, Bowmanville
(FRENCH IMMERSION CENTRE)

Notre Dame, Cobourg
St. Michael, Cobourg
St. Dominic, Lindsay

Secondary

St. Peter, Peterborough
St. Mary, Cobourg
St. Stephen, Bowmanville
St. Thomas Aquinas, Lindsay



Teacher Application Package

PERMANENT AND OCCASIONAL TEACHERS

The Peterborough Victoria Northumberland and Clarington Catholic District School Board welcomes your Teacher Application Package.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is currently using **www.applytoeducation.ca** to search teacher candidates. If you are interested in teaching with the Peterborough Victoria Northumberland and Clarington Catholic District School Board, please ensure your resume is registered with **applytoeducation**.

Please follow the directives outlined by **applytoeducation** and prepare the following documents:

- ❖ cover letter (generic – does not have to be specific to our School Board)
- ❖ résumé
- ❖ current certification from the Ontario College of Teachers (if you already possess it)
- ❖ copies of any transcripts/diplomas/certificates to-date
- ❖ practice teaching reports (if currently attending a faculty of education)
- ❖ most recent teacher evaluation (experienced teachers)
- ❖ Priest reference form for Roman Catholic teachers (which you may obtain on our Board web site at **www.pvnccdsb.on.ca** - see **Careers**)

A Criminal Background Check is not required at this stage. An acceptable current original Criminal Background Check including the Vulnerable Sector Screening component will be requested by Human Resource Services following a formal interview, and prior to the offer of employment.

All documents must be added on **applytoeducation** as you receive them.

Registration on **applytoeducation** must be kept updated even into the next school year to remain a candidate for occasional, long-term occasional or permanent consideration.

Applications will only be accepted through
www.applytoeducation.ca

Teacher Recruitment Process

Your application will be tracked through the **applytoeducation** database. It is anticipated that interviews may be scheduled at any time each year.

When an application is selected, the applicant will be contacted by this office usually via email – and invited to schedule an interview.

The earlier you register your portfolio with **applytoeducation** the earlier we can consider your application. You can register now and add your attachments as you receive them. Recommended candidates may be invited to join our occasional list once qualified.

Occasional teachers are first given consideration for long-term occasional (LTO) and permanent employment as permanent positions become available. External candidates are often sought for French as a Second Language (Core) and French Immersion as well as other subject specialties (i.e. Technology). Principals will be presented with approved candidates for their consideration each time a position needs to be filled.

If you require any additional information, please visit our web site at **www.pvnccdsb.on.ca** or contact Human Resource Services at the Catholic Education Centre at 705-748-4861 or email at **hrdept@pvnccdsb.on.ca**.

Christine Aquin

Human Resources Officer, Teaching Division
Phone: (705) 748-4861, Ext. 240 • Fax: (705) 748-9563
Email: **caquin@pvnccdsb.on.ca**

Joan Carragher

Superintendent of Learning/Human Resource Services

Darren Kahler

Manager of Human Resource Services

www.pvnccdsb.on.ca

see Employment

**There is only ONE application
for the
Peterborough Victoria Northumberland and Clarington
Catholic District School Board**

***Are you interested in applying to Peterborough Victoria
Northumberland and Clarington Catholic District School Board?***

Teachers interested in applying to our School Board may apply on-line through **applytoeducation.ca**. Please visit **www.applytoeducation.ca** to complete your on-line, paperless application.

View job postings & set up Job Alerts

Posted jobs on **applytoeducation.ca** can be viewed at any time by clicking on **“Teachers”**, followed by **“Search Jobs”**. You can also set up Job Alerts to be emailed when we post jobs that match your search criteria.

Save time applying

Update your application throughout the year and we will always see your most recent information. You may revise your template and resume at any time and scan/upload new supporting documents as you receive them.

Visit our careers section at **www.pvnccdsb.on.ca** for more information.

Save money sending

Fees associated with the application process are the responsibility of the candidate. However, once hired by PVNCCDSB, we'll cover the annual fee to remain registered with our Board.

If you have any questions contact the **applytoeducation.ca** customer service department at: **info@applytoeducation.ca** or call **1.877.900.JOBS ext. 224**
Toronto Residents call **416.932.8866 ext. 224**

***Applications will only be accepted through
www.applytoeducation.ca***

Find Out More!

If you would like more information about the Peterborough Victoria Northumberland and Clarington Catholic District School Board or our community, please view the following web sites:

Board web site:	www.pvnccdsb.on.ca
City of Peterborough	www.city.peterborough.on.ca
City of Kawartha Lakes (formerly Victoria County)	www.city.kawarthalakes.on.ca
Northumberland County	www.county.northumberland.on.ca
Municipality of Clarington	www.municipality.clarington.on.ca

or you can contact the Peterborough Victoria Northumberland and Clarington Catholic District School Board Communication Services at (705) 748-4861, ext 243.

Important Policies & Administrative Procedures to Know

All Board Policies can be found on our web site. We invite you to review some such as.

Policy and Administrative Procedure 507	Religious Education
Policy and Administrative Procedure 706	Valuing Diversity

The Policies and Administrative Procedures are available on the Board web site:

www.pvnccdsb.on.ca/boardpolicies-procedures.asp

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**PETERBOROUGH VICTORIA NORTHUMBERLAND AND CLARINGTON
CATHOLIC DISTRICT SCHOOL BOARD**

1355 Lansdowne Street West

Peterborough, Ontario K9J 7M3

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1-800-461-8009

Visit our web site: www.pvnccdsb.on.ca

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