



School District No. 61 (Greater Victoria)
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Human Resource Services

Teacher Teaching On Call Interview and Selection Process

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Screening

The District sets standards for shortlisting TTOCs beyond professional certification including but not limited to

- exemplary ratings on practicum reports or teaching evaluations
- strong professional references and reference letters
- good academic performance as shown on university transcripts
- the current operational needs of the district*

Note: Additional documentation about qualification and experience will also be considered.

*Depending on the operational needs at the time, teachers who have specific qualifications may be interviewed for TTOC positions. There is an on-going need for teachers who have qualifications in the following areas:

- French Immersion – Elementary and Middle
- French as a Second Language - Middle
 - Note: If a candidate has qualifications to teach French Immersion or French as a Second Language, an interview with District staff to determine spoken and written proficiency may be required.
- Inclusive Education – All levels
- Library – Elementary and Middle
- English Language Learning – Elementary and Middle
- Counselling – All levels
- Exploratory – Middle
- Secondary
 - Chemistry
 - Home Economics
 - Mathematics
 - Computer Science
 - Industrial Education
 - Physics

If all required documentation is not provided, the screening process may be delayed or the application may not be considered.

Interview

- Short-listed candidates will be contacted by Human Resource Services to arrange a date and time for the interview.
- The interview may be in person or via other electronic means.
- The candidate will be interviewed by two administrators.
- The interview questions are pre-determined and each candidate's responses are scored on a set rubric; this is done to ensure consistency and equity in process.

- If a candidate is successful and meets the District threshold for the interview criteria, references will be contacted. If the candidate does not meet the threshold, references will not be contacted. In this case, the candidate will be contacted via email with a letter indicating that a position will not be offered.

Reference Checks

- A minimum of two professional references who have observed and/or supervised the candidate's work must be provided.
- Additional references may be provided from other members of the educational community who are not responsible for supervising the candidate's work.
- References will be contacted by phone and/or email, depending on the circumstances.
- All references are asked a similar set of pre-determined questions; this is done to ensure consistency and equity in process.
- If references are unavailable, do not respond to messages or requests, did not give their permission to the candidate to contact them, or indicate an unwillingness to give a reference, the process may be delayed or the candidate may not be considered.
- If the reference check process is successful, the candidate will be contacted by Human Resources Services to begin the on-boarding process.
- If the reference check process is not successful, the candidate will be contacted via email with a letter indicating that a position will not be offered.

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