



Non-Licensed Substitute Teacher Information Sheet

Interested in a working as a Substitute Teacher with the HRCE but don't have an Education degree?

The HRCE is taking steps to address the potential impacts of COVID-19, one of which may be increased teacher shortages. In an effort to ensure the safety of students and support their learning to the best extent possible, the Halifax Regional Centre for Education (HRCE) is inviting applications from individuals interested in Substitute Teaching. You are not required to have a completed Bachelor of Education degree to apply.

Interested candidates who hold a completed Bachelor's degree and have experience working with children/youth are encouraged to apply.

Those selected to move forward in the hiring process will be contacted regarding next steps. Upon a satisfactory interview and positive references, candidates will be asked to complete a Permit to Teach Application and provide required documentation in support, such as official transcripts from all post-secondary institutions, a Criminal Records Check with Vulnerable Sector Search and Child Abuse Registry Check.

Substitutes will be paid the daily substitute rate of \$183.05 and, after completing 18 consecutive days replacing the same teacher, will be paid as a TC4 in the first year of service (daily rate of \$243.67). Hired applicants will be provided with an Orientation. Non-Licensed Substitute Teachers will only be engaged when licensed substitute teachers are not available. Permits will be in effect for the 2020-21 school year.

Questions? Please email us at careers@hrce.ca

The Halifax Regional Centre for Education (HRCE) is actively working to hire individuals from under-represented groups, particularly people of African Nova Scotian, African Canadian and African ancestry and Mi'kmaw/Indigenous ancestry, to work toward equitable representation within all employee groups. Equitable hiring strengthens the knowledge and expertise in our schools, and supports our public education system in establishing schools as safe, caring, and accessible learning spaces that support all students. This will provide opportunities for students to see themselves reflected throughout their schools, learning resources, and within their learning experiences.

HRCE has a Recruitment, Selection and Hiring of Staff Policy and we actively encourage applications from under-represented groups, particularly people of African Nova Scotian, African Canadian and African ancestry and Mi'kmaw/Indigenous ancestry, in compliance with the applicable collective agreements or terms and conditions of employment. Applicants are encouraged to complete the Diversity Management section under the Questionnaire heading in the online resume.