



STRATHCONA-TWEEDSMUIR SCHOOL

Application Instructions

1. Applications must contain the following items and should be submitted via email, in .doc, .docx or .pdf format only to careers@sts.ab.ca. Please do not send documents to us via SkyDrive.
 - i. Cover letter
 - ii. Resume
 - iii. References
 - iv. Teaching Philosophy Statement (limited to one page, please)
 - v. Copy of your Alberta Teaching Certificate (if you have one)
2. Your references must include the names and contact information (phone number and email address) for three work-related references (one of which must be a direct supervisor). Your referees will not be contacted without your prior consent. Please do not send letters of reference, evaluations and/or transcripts unless asked to do so.
3. Please indicate in your cover letter where you were first made aware of the position (eg: STS website, Education Canada, CAIS, AISCA, Calgary Herald, Okotoks Western Wheel, word of mouth, etc.).
4. Please reference the position you are applying for in the subject line. If you are applying for more than one position, a separate email application must be received for each.
5. A one-page Teaching Philosophy statement is to be included with your application package.

****Teaching faculty must be eligible for Alberta Teacher Certification.**

General Information

The application deadline is at 12:00 noon on the specified date (unless otherwise indicated). The successful candidate must supply, at their expense, a current (within one month of the acceptance date) Criminal Records Check.

Applications missing any of the above information will not be accepted.

We thank all who apply; however, only those selected to participate in the next phase of our interview process will be contacted.

We are committed to diversity within our community. STS especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.

RR 2 Okotoks, Alberta, Canada T1S 1A2 TEL: 403-938-4431 FAX: 403-938-8343 WEBSITE: www.strathconatweedsmuir.com

