



Guide to the ADSB Focused Resume

(Revised June 2022)

You may submit the same/previous versions of your Focused Resume for new/multiple postings if the information in your Focused Resume has not changed. When you make changes to your Focused Resume, please update the Version Number within the Focused Resume itself and on the Focused Resume's file name.

Please save and submit your Focused Resume using the following naming convention:

Surname, First Name – Apply to Education Application Number – Focused Resume Version Number
(Whole numbers only)

Example: Smith, John – ATE 1234567 – Version 2

Applicant Information

Posting #s: In this section, list the posting number(s) that you are applying for. You may submit one Focused Resume to apply for multiple postings. If this is the case, list all posting numbers for which you are submitting your Focused Resume for.

Resume Version #: In this section, indicate which version of your Focused Resume you are submitting, as described above.

Apply to Education Application #: In this section, indicate your Apply to Education Application Number.

Voluntary Self-Identification Questionnaire: As an inclusive employer, the Algoma District School Board seeks to recognize candidates' worked and lived experiences. Accordingly, the Board invites candidates for this posting to complete a [Voluntary Self-Identification Questionnaire](#), and submit it with their application to the posting. Completion and submission of the Questionnaire is voluntary and is not a requirement of employment. If you do complete a Voluntary Self-Identification Questionnaire, please include it as an attachment with your application.

Academic and Technological Qualifications

In this section, outline your education information.

Ontario College of Teachers

In this section, outline the Teaching Qualifications and Additional Teaching Qualifications you have completed. If you are currently enrolled in an Additional Teaching Qualification course, or you are waiting for the results of a completed course, please include that information in this section.

Daily Occasional Teacher Experience

In this section, outline your daily occasional teaching experience, not including practicum experience.

For applicants with ADSB teaching experience, total days worked at ADSB will be completed by Human Resources. Therefore, do not enter a number in this section. For external applicants, please indicate your total days worked, as calculated by your Board's HR or Payroll department.

L.T.O. and Contract Teaching Experience

For clarity, Long Term Occasional is abbreviated to L.T.O. in this section.

Please indicate the length of time in years or months, as the case may be. For example, if you have an L.T.O. from September 1 to November 12, indicate that specifically.

Professional Education Related Experience Other Than Practicum

In this section outline professional education related experience, other than practicum experience. Examples include, but are not limited to:

- Summer School
- Night School
- Home Instruction
- SAL (Supervised Alternative Learning)
- Coaching / Instructing
- Children's Rehab
- In-school professional experience
- Work experience related to the position you are applying to (ex. Business, arts and technology)
- Re-Engagement
- EQAO Support
- Tutoring
- Summer Learning Programs
- Camp Counselling
- Children's respite
- Children's Aid Society, Nog Da Win Da Min, etc.
- Adult Education – Credit / LBS
- Education Assistant
- Early Childhood Educator
- Supporting Student Extracurriculars
- Student Mentoring
- In-school volunteering
- Daycare experience

Practicum Experience

In this section, outline the most recent practicums that you completed during your Bachelor of Education. Please include the most recent final practicum/placement evaluations that were produced during your practicum.

Practicum documents are required from Teachers who have graduated within the last five years.

L.T.O. / NTIP / TPA5 Evaluations

In this section, include your two most recent evaluations. You can optionally include one additional evaluation. Be sure to include the evaluations in your application submission as attachments.

Acceptable evaluations include LTO evaluations, NTIP evaluations and TPA5 evaluations.

Self-Initiated Professional Development

In this section outline self-Initiated, formalized, professional development activities that you have participated in. In reviewing your Focused Resume, more consideration is given to participation in recent professional development from the past 5 years and to activities related to the position you are applying for.

Do not list AQs and ABQs that are listed on the Ontario College of Teachers Certificate of Qualification and Registration that you will be submitting with your application package. Do not include Board/Ministry professional development activities or training that was completed during the school day (ex. PD days).

Non-Education Work / Lived Experience

In this section, outline additional work experience and lived experience.

Additional Training and Certification

In this section, please outline additional training you have participated in and certifications that you have received.

Professional References (Two Professional References must be provided)

New Graduates: Include the principal or vice principal of the school where you completed your latest practicum if possible. If not possible, please include your host teacher as one reference and a faculty advisor or professor as your second reference.

Internal Applicants: At least one current Algoma DSB Principal or Vice-Principal is required.

External Applicants: Principal or Vice-Principal from current school preferred – References will not be contacted without prior consent.

Cover Letter

The purpose of the **Cover Letter** is to articulate how individuals have prepared themselves to fulfill the expectations of the specific role being applied for, both professionally and personally, for the *Algoma District School Board*. It is an opportunity to link the individual's specific skills, as well as their lived and work experiences, that will support them in the specific position to which they are applying. This concise document is a professional representation of the applicant.

Please Note: This is not an overview of one's Philosophy of Education.