



## *Huron-Superior Catholic District School Board*

### **HUMAN RESOURCES DEPARTMENT**

**90 Ontario Avenue  
Sault Ste. Marie, ON P6B 6G7  
(705) 945-5610 or 1-800-267-0754**

#### ***Teaching Positions***

##### ***- Occasional Short & Long Term/Regular Full-time and Part-time Positions***

Applications for teaching positions are accepted at any time.

The Board does have an application package that we would ask you to submit with your covering letter indicating the position(s) being applied for. The application package may be obtained from our website or by contacting the Human Resources Department at (705) 945-5610 or 1-800-267-0754.

You will receive an acknowledgment card in the mail as an indication that we are in receipt of your application.

You may also apply through <http://www.applytoteach.ca>

#### ***Non-Teaching Positions***

##### ***- Caretaking/Clerical/Educational Assistants/Student Support Workers/Administration***

Applications for non-academic positions are accepted at any time.

Please submit a letter of application indicating the position (type of position) you are applying with and include a complete resume.

Applications are kept on file for a period of one year from date of receipt.

For information on available positions, you may contact the Human Resources Department, at any time at 705-945-5610 or 1-800-267-0754.

***NOTE:*** *Please note that many of our non-teaching/support positions are bargaining unit positions. For any bargaining unit positions that are posted (ie educational assistants and clerical) consideration is first given to our bargaining unit members. External applicants are welcome, however, no individualized response will be sent. Please check the posting notices for information as to when the positions have been filled.*

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