

EMPLOYMENT OPPORTUNITY

Position: Instructor, Hellenic School of Ottawa and Ottawa-Carleton District School Board

JOB DESCRIPTION:

Reports To: Site Administrator, OCDSB and Director of Hellenic School of Ottawa

Program: Saturday Mornings

Term: Positions available for the remaining 2012 School year and new school year, (10 month term) from September 2012 to June 2013

Hours of Work: Saturday mornings during the school year and additional hours, as required, for the proper performance of duties and functioning of the school

DUTIES AND RESPONSIBILITIES:

Relevant Background: OCDSB offers the Greek Languages Program in partnership with the Hellenic School of Ottawa. The OCDSB policies and practices apply to a given portion of the Hellenic School program. Therefore, duties and responsibilities are in accordance with the policies and practices of the Hellenic School Committee and the Ottawa Carleton District School Board (OCDSB), including, but not limited to:

- Teaching of the Greek language at the elementary school level, including conversation, writing, reading, spelling, grammar, culture, history, geography and mythology;
- Ensuring student safety and well-being in a positive learning environment;
- Collaborating with the School Director regarding teaching methods, as well as ensuring curriculum implementation and assessment;
- Communicating with the parents on a regular basis;
- Attending staff meetings and, when required, Hellenic School Committee meetings;
- Organizing and attending pageants and celebrations;
- Attending required OCDSB and Hellenic Community of Ottawa professional development programs.

ASSETS AND QUALIFICATIONS:

- Fluency in the Greek language (spoken and written)
- Good oral and written communication skills
- Ongoing professional development
- Team player
- Teaching experience or experience in working with children
- Proficient in Greek culture

SALARY AND WORKING CONDITIONS:

To be determined with the policies and practices of the OCDSB for the International Language Program and the Hellenic Community of Ottawa

DOCUMENTATION REQUIRED:

- A curriculum vitae and cover letter

APPLY TO:

Attention: Director, Hellenic School of Ottawa

By email: hcodirector@travel-net.com

By hard copy: The Hellenic Community of Ottawa

Attention Hellenic School Operations Committee

1315 Prince of Wales Drive

Ottawa, ON K2C 1N2

Debasree Banerji, Education Officer

Email: [debasree. banerji@ocdsb.ca](mailto:debasree_banerji@ocdsb.ca)

Ottawa-Carleton District School Board

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