



Calgary Board of Education

OFF-CAMPUS TEACHER APPLICANT GUIDELINES

Dear Applicant,

Thank you for your interest in teaching in our Summer Off-Campus program, July 5 to August 13, 2010. Before you send in your resume, please read the following information concerning our program:

Our aim is to create an experiential learning environment for senior high school students integrating a student's classroom studies with recognized on-the-job work experiences, under the guidelines of Alberta Education.

Summer Off-Campus offers Work Experience and Registered Apprenticeship Courses (RAP) for senior high school students. It is sometimes difficult to know staffing requirements until enrollment numbers are finalized. Teaching assignments may not be confirmed until as late as the first week in July.

Preference will be given to applicants who:

- Are adaptable to meet the needs of adolescent students
- Have had successful secondary teaching experience
- Are familiar with the Alberta Education Off-Campus Education Handbook 2008
- Are familiar with Off-Campus Education courses and programs

If you feel you meet the basic requirements, please send your resume c/o Alice Dicer by [e-mail](#), or fax (see below) no later than **March 31, 2010**.

All applications will be thoroughly reviewed; however, we are able to respond only to those selected for interviews. We sincerely thank all others for their interest.

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