



# TOC SELECTION PROCESS

## SCREENING

The District sets standards for short-listing TOCs beyond the possession of BCCT certification. These include exemplary ratings on practicum reports or teaching evaluations, very positive professional references from school administrators, and good academic performance as shown in university transcripts. Additional documentation that may be supplied will be considered. Reference checks may be made at this stage.

If you believe you are qualified to teach a language other than English, we may request that you come to an interview with District staff to determine your spoken and written proficiency.

NB – All of the documentation requested must be supplied. If, for some reason you do not include all items, it may delay the screening process. The District does not assume responsibility for notifying you that items are missing.

## INTERVIEW

If you are short-listed, we will contact you to set a time to attend an interview with two school administrators.

## NEXT STEP

After a successful interview, reference checks are completed and you will be called by phone and offered a place on our TOC list. Once all required documentation has been completed, you will begin to receive call-outs.

## COMMUNICATION

Educational Staffing receives hundreds of applications and attempts to maintain a list of approximately 400 TOCs. We allocate considerable resources to this effort, but it does take time. **Unfortunately, we are not able to respond to individual enquiries due to the volume of applications;** however, interviewed applicants will either be offered a position on the TOC list or will receive a letter of regret.

WE ASK FOR YOUR PATIENCE ~ AND ~ NO PHONE CALLS PLEASE.