



HR MEMORANDUM

**RE: Application for Casual Employees
(Teacher Assistants and Classroom Supervisors)**

Applications are to be submitted by email to hrsupport@gypsd.ca. Applicants shortlisted will be contacted for an interview.

Please submit the **required** documents noted below:

- Child Intervention Record Check
- Vulnerable Sector Check
- Resume
- copy of Grade 12 diploma (or equivalent)
- completion of the enclosed School Checklist
- Three Letters of Reference

Also enclosed in this package you will find:

- a procedure outline
- a summary of the Alberta School Employee Benefit Plan for casual employees

**Employment is subject to a clear Vulnerable Sector check and Child Intervention check.*

If you have any questions, please contact Human Resources:

Phone: (780) 723-4471
Email: hrsupport@gypsd.ca



CASUAL EMPLOYMENT APPLICATION FORM 2021-2022

Date: _____

Name: _____

Address: _____

Phone #: _____

- 1. Please choose the respective schools/locations where you are interested in substituting.**
(check the box to the **left** of the school(s) you wish your name to be forwarded to)

Jasper Zone

- | | |
|--|--|
| <input type="checkbox"/> Jasper Elementary (JK-6) | <input type="checkbox"/> Jasper Jr/Sr High School (7-12) |
| <input type="checkbox"/> The Learning Connection – Jasper (1-12) | |

Grande Cache Zone

- | | |
|--|---|
| <input type="checkbox"/> Sheldon Coates Elementary (JK-3) | <input type="checkbox"/> Summitview (4-8) |
| <input type="checkbox"/> SonRise Christian Program at GCCHS (JK-6) | <input type="checkbox"/> Grande Cache Community High (9-12) |
| <input type="checkbox"/> The Learning Connection - Grande Cache (1-12) | |

Hinton Zone

- | | |
|--|--|
| <input type="checkbox"/> Crescent Valley (JK-7) | <input type="checkbox"/> École Mountain View (FRIM) (JK-7) |
| <input type="checkbox"/> Harry Collinge High (FRIM) (8-12) | <input type="checkbox"/> The Learning Connection-Hinton (1-12) |

Edson Zone

- | | |
|--|---|
| <input type="checkbox"/> Mary Bergeron Elementary (JK-5) | <input type="checkbox"/> École Westhaven (FRIM) (JK-5) |
| <input type="checkbox"/> Fulham (JK-6) | <input type="checkbox"/> École Pine Grove (FRIM) (6-8) |
| <input type="checkbox"/> Parkland Composite High (FRIM) (9-12) | <input type="checkbox"/> The Learning Connection – Edson (1-12) |

Lobstick Zone

- | | |
|---|--|
| <input type="checkbox"/> Niton Central (JK-9) | <input type="checkbox"/> Evansview (JK-6) |
| <input type="checkbox"/> Wildwood (JK-6) | <input type="checkbox"/> Grand Trunk High (7-12) |
| <input type="checkbox"/> The Learning Connection – Evansburg (1-12) | |

2. **Are you Bilingual?** If yes, please state language and if you are fluent in oral and/or written processes. _____

3. **Please indicate which positions you are available for by checking the appropriate boxes:**

Casual Teachers Assistant: These persons will replace support staff in the schools as a teacher assistant. The person will work under the direct supervision of the classroom teacher.

Casual Clerical Support: These persons will replace secretaries, office, or library assistants in the schools, Education Services Centre and/or Learning Services Centre.

Casual Bus Monitor: These persons will replace the bus monitors who ride the busses, providing inclusive supports for those students in need. Ride-along training is provided. Safety boots are a requirement of this position, not provided by the Division.

4. Professional Development

List seminars, workshops, online courses or other professional development attended or completed within the past three years.

Please complete the above and sign acknowledging your consent to allow us to circulate your information to the Principals and Teachers who may require your services.

Dated this _____ day of _____, 20____. Signature: _____

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act, s.32(a)(c), s.36, 33(1)(j) and in accordance with the Policies and Regulations of Grande Yellowhead School Division.



Procedures for Implementation of Board Policy 16 and Administrative Procedure 400

1. RCMP Vulnerable Sector Record Check

- go to local RCMP detachment with identification (Driver's License) and this letter
- a form will be provided by the detachment to be completed
- If further authorization is required from the detachment in order to produce the vulnerable sector check, please contact the Human Resources Department

The RCMP will do one of two record checks:

- **Name-Based Criminal Record Checks**
 - 1 to 2 weeks to receive the completed certificate
- **Certified Criminal Record Checks**
 - finger prints will be taken at local RCMP detachment
 - finger prints will be provided to individual
 - envelope provided to apply to Ottawa for certificate (include finger prints)
 - 6 to 8 weeks to receive the completed certificate

2. Intervention Record Check

- provided by Children's Services office
- completed online
- email cs.ircnorthcentral@gov.ab.ca to request a form
- two pieces of identification will be required e.g. Driver's License, Alberta Health Care Card
- record check may take up to 2 weeks

Children's Services Offices (only call for additional support)

Drayton Valley (780) 621-4021

Grande Cache (780) 827-2245

Edson (780) 723-8325

Hinton (780) 865-8321

Jasper - report to Hinton office (780) 865-8321

Subject: ASEBP Supplemental Package Benefits

Dear Casual Employee,

We understand the peace of mind health benefits can bring to you and your family. So when you aren't eligible for our group ASEBP benefits or you're serving a waiting period for them, we want you to know you still have coverage options available through ASEBP.

ASEBP's Supplemental Package is meant to provide benefits to you and your family if you fall into one of these employee categories:

- Substitute teacher
- Casual employee
- Part-time employee
- Employee serving a waiting period for ASEBP employer group benefits
- Working retiree, under 70, and not eligible to participate in group employer benefits

The Supplemental Package offers:

- Life Insurance
- Accidental Death and Dismemberment Insurance
- Drug coverage
- Coverage for other medical supplies and services, like massage, physiotherapy, diabetic supplies and much more
- Dental coverage (optional)
- Employee and Family Assistance Program

For full details about eligibility, the benefits provided and how to apply, visit the [Supplemental Package](#) page of the ASEBP website, asebp.ca—you'll find it under My Benefits.

Please note, if you apply and are approved for coverage, you're responsible for your [benefit premiums](#).

Kind Regards,

Human Resources Department, Grande Yellowhead Public School Division



**SUPPLEMENTAL PACKAGE
MONTHLY PREMIUM RATES**

Premium rates effective September 1, 2020 through August 31, 2021		
PACKAGE	COVERAGE	MONTHLY PREMIUM
1	<ul style="list-style-type: none"> • \$25,000 Life Insurance • \$25,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Single 	\$79.50
	<ul style="list-style-type: none"> • With Dental Care Single 	\$149.50
2	<ul style="list-style-type: none"> • \$25,000 Life Insurance • \$25,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Family 	\$180.50
	<ul style="list-style-type: none"> • With Dental Care Family 	\$345.75
3	<ul style="list-style-type: none"> • \$50,000 Life Insurance • \$50,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Single 	\$84.75
	<ul style="list-style-type: none"> • With Dental Care Single 	\$154.75
4	<ul style="list-style-type: none"> • \$50,000 Life Insurance • \$50,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Family 	\$185.00
	<ul style="list-style-type: none"> • With Dental Care Family 	\$350.25

Premium rates effective September 1, 2021 through August 31, 2022		
PACKAGE	COVERAGE	MONTHLY PREMIUM
1	<ul style="list-style-type: none"> • \$25,000 Life Insurance • \$25,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Single 	\$88.75
	<ul style="list-style-type: none"> • With Dental Care Single 	\$165.75
2	<ul style="list-style-type: none"> • \$25,000 Life Insurance • \$25,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Family 	\$201.50
	<ul style="list-style-type: none"> • With Dental Care Family 	\$383.25
3	<ul style="list-style-type: none"> • \$50,000 Life Insurance • \$50,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Single 	\$94.75
	<ul style="list-style-type: none"> • With Dental Care Single 	\$171.75
4	<ul style="list-style-type: none"> • \$50,000 Life Insurance • \$50,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Family 	\$206.75
	<ul style="list-style-type: none"> • With Dental Care Family 	\$388.50