



faculty of education

Professional Programs
8888 University Drive
Burnaby, BC V5A 1S6
T: 778.782.4213
F: 778.782.5691

www.educ.sfu.ca/pdp

October 27, 2009

Thank you for your interest in the Faculty Associate position for the PTEM (Paraprofessional Teacher Education Module) in the Professional Development Program, Faculty of Education, Simon Fraser University.

PTEM is a part-time program for working school paraprofessionals who complete the SFU Professional Development Program in four semesters of primarily part-time work and studies.

THE POSITION

Faculty Associates in this specialized placement are responsible for working with faculty members in developing and delivering the PTEM program; instructing individuals and groups; teaching an undergraduate class; supervising student teachers during their school placements; and maintaining effective liaisons between the Faculty of Education and schools. These positions will also involve teaching at the SFU Surrey Campus up to 7 Saturday sessions and 12 Wednesday evening sessions as well as some in-school observations.

The following may be of help to you when completing your application:

- Faculty Associate selections are made by a committee which reviews all applications and then selects a short-list of candidates for interview. We expect that decisions about appointments will be made no later than **November 27, 2009**; we would appreciate your patience in waiting to hear from us with regard to your status.
- Short-listed candidates will be given a 1-1/2 hour interview.
- The appointment, part-time (.5) from January 1 to April 30, 2010, is normally by secondment from a school district. An arrangement will be made with your school district to pay your regular salary and benefits for the number of months you are contracted. This means that you maintain your status as an employee of the school district where you are currently employed. Salary for Faculty Associates who are not on leave or on secondment from B.C. school districts is based upon the Burnaby School District scale. The university does **not** pay administrative allowances.

- Faculty Associates are governed by the University schedule and calendar and not their home school district. Faculty Associates will be required to undertake program responsibilities during the school districts' Spring break.
- Faculty Associates may be required to drive considerable distances in the supervision of student teachers; mileage will be reimbursed by the University.

Thank you for your interest in our program. For additional information, please contact Linda Milum in Professional Programs at 778 782-4213 or email linda_milum@sfu.ca.

Deadline for applications and supporting documents is Friday, November 13, 2009



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Faculty Associate Application 2010

PTEM Module, SFU Surrey

I. Please submit application & supporting documents to:

Linda Milum, Professional Programs
 Faculty of Education
 Simon Fraser University
 8888 University Drive
 Burnaby, BC V5A 1S6

II. Supporting Documents (Mark envelope "Faculty Associate Position"):

	Enclosed	To Follow
1. Application Form	<input type="checkbox"/>	<input type="checkbox"/>
2. Curriculum Vitae	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of Teacher Qualification Service Card	<input type="checkbox"/>	<input type="checkbox"/>
4. University Transcript(s) (photocopies will be accepted if originals are not available)	<input type="checkbox"/>	<input type="checkbox"/>
5. Letters of reference from 3 persons who can comment on your teaching, at least one of whom should be your	<input type="checkbox"/>	<input type="checkbox"/>

most recent supervisor (Principal, Superintendent, etc.)

The above documentation must be received before your application is considered by the Selection Committee.

III. Deadline for application:

November 13, 2009

A. Personal Data

Last Name:	First Name:	Title (Mr./Ms./Dr./Miss/Mrs.)
Mailing Address:	Telephone Number: Email:	Citizenship: <input type="checkbox"/> Canadian <input type="checkbox"/> Landed Immigrant Other:

B. Employment Data

School: School Address: School Telephone Number:	District:
BC Certification: <input type="checkbox"/> Standard <input type="checkbox"/> Professional	TQS Category:
Summary of Teaching Experience: Elementary _____ years Secondary _____ years University _____ years Administrative/other _____ years	Teaching Experience outside British Columbia:

Beginning with your most recent assignment, please list the teaching positions you have held. Include day, month and year in dates of employment, as well as any substantial periods of substitute teaching, e.g., minimum period of five months per year.

Dates of Employment	District	School	Grade Level	Subjects Taught

D. Please respond to the following and attach to this application:

1. Describe three of your teaching practices that best reflect your educational beliefs.
2. Identify a few critical issues that you think should be addressed in teacher education.
3. What do you anticipate to be some of the challenges of working with student teachers? Give some ideas of how you might deal with these challenges.
4. Describe a teaching/learning experience you have had when mentoring a student teacher or colleague.
5. What other comments would you care to add that might assist us in assessing your application?

E. Affirmation

Signature	Date
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The information on this form is collected under the general authority of the University Act (R.S.B.C. 1979, c.419) and the University Policy AC12.06. By completing and submitting this Faculty Associate application form, you are consenting to the collection and use of this information by the University, including contacting references supplied by you. Should you have any questions about this collection of personal information, please contact Linda Milum, Faculty of Education, Simon Fraser University, 8888 University Drive, Burnaby, B.C. V5A 1S6, Telephone 778.782.4213.

Deadline for Application: November 13, 2009