

Glenburnie School - Employment Policy

Glenburnie Private School in Oakville is a co-educational day school educating students from Preschool through to Grade Eight. Our students function in the average, high average, and gifted levels. Teachers present a progressive and innovative program approach for the delivery of curriculum concepts and skills, resulting in a child-centred, differentiated, and enriched program of study. Leading educational approaches for effective learning are modeled in our classrooms, and students are guided to ‘work smart’, using current educational tools and materials.

Glenburnie School is proud of its outstanding faculty of professional men and women who share their individual passions from the ‘Arts’, Maths and Sciences, Technology, Languages, and Athletics. They represent strong role models for our students. The school is recognized for its emphasis on ongoing communication with parents and students. An “open door” policy provides opportunities for monitoring of student progress and timely response to needs as they develop.

Our teachers and administrative staff enjoy a highly supportive work environment and participate in ongoing professional development activities and outside conferences.

Staff appreciate being part of such a vibrant educational community of educators, where teamwork is highly valued and is supported by abundant resource materials and encouragement to innovate.

New staff members receive the support and guidance they require to embrace the school values and practices in a highly collegial atmosphere. Educational enrichment is thus available not only for students but for teachers who bring passion and dedication to their chosen career.

Career Opportunities

Glenburnie School is an equal opportunity employer and welcomes applications from all qualified individuals, including visible minorities, Indigenous People, and persons with disabilities. Glenburnie School follows and adheres to the Employment Standard Act of Ontario.

Career opportunities will be posted on this page as they become available and will be advertised in print and other media.

Pursuant to the AODA, if applicants require accommodations at any time during their application, applicants are encouraged to contact Human Resources at hresources@glenburnieschool.com prior to the closing date, so the appropriate arrangements can be made. Only those applicants selected for an interview will be contacted.

Upon employment, if a staff member requires any accommodations at any time during their employment, the staff member is encouraged to contact Human Resources and complete an Emergency Safety Planning Worksheet. All requests for accommodations will be reviewed and a decision will be made and communicated to the staff member via letter, within 10 business days after receipt of the request.

Every measure possible will be taken to assess and accommodate the needs of any staff member who is returning from a period of absence but can no longer perform the duties

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for which they were employed.

Workplace Information and Training

- Each staff member will be issued with an Employee Manual and teachers will be issued with Teachers Handbook upon employment
- All staff members will be offered training including but not limited to: Health and Safety Procedures in the Workplace, WHMIS, AODA and First Aid, in addition to professional development seminars and courses.

Performance Evaluations and Reviews

- All staff members can request a performance evaluation at any time. Glenburnie School will provide staff members with the necessary accommodations and any special materials in order to be successful.

Communication of Accessibility Policies

Glenburnie School is pleased to share all their AODA policies with the School's community and the public on the Glenburnie School Website – www.glenburnieschool.com

Paper or digital copies are also available upon request.