

Employment and Staffing FAQ – Administrators and Teachers

External Administrator and Teaching Applicants:

Q1: I am looking for a teaching and/or administrator position at SSRCE, how do I apply?

A1: SSRCE uses SuccessFactors (SF) to manage our application tracking and job postings. External applicants will create a username using an email address. There is a step by step process guide on the website, called First Time Applying: <https://ssrce.ca/employment/>.

You should ensure your resume is up-to-date with your qualifications, specific to the job for which you are applying. Make sure your resume clearly outlines your qualifications, education, professional development and teaching experience. HR short lists candidates based on the information provided in the resume and can be validated.

Ensure your resume includes your contact information such as an address, email, and phone number where you can be reached.

Your references should be current and include at least two immediate or direct supervisors. You can enter these on the application form or attach a document under “*Supporting Documentation*”.

You will need to complete the required fields in SuccessFactors under *My Profile*. This information will flow through to the application form when you apply to a position. You can update and add or remove documents as applicable.

Q2: How does staffing work at SSRCE?

A2: External teaching applicants are eligible to apply for teaching positions starting in the Open Round, Round 6 of the staffing process. There is an Administrative and NSTU Hiring timeline posted on the website: <https://ssrce.ca/employment/>

Administrator positions are open to external applicants for all job postings. There is also an Administrative Staffing Process for School Administrator positions, Coordinators, Consultants, and Coaches: <https://ssrce.ca/wp-content/uploads/2022/04/Screening-and-Interview-Scoring-for-Educational-Administrative-Roles-1.pdf>

External teaching applicants can refer to the NSTU Local Agreement, specifically Articles 20 through 25: <https://ssrce.ca/collective-agreements/> for the teacher staffing process.

You should ensure your resume is up-to-date with your qualifications, specific to the job for which you are applying. Make sure your resume clearly outlines your qualifications, education, professional development and teaching experience. HR short lists candidates based on the information provided in your resume and can be validated.

Ensure your resume includes your contact information such as an address, email, and phone number where you can be reached.

Your references should be current and include at least two immediate or direct supervisors. You can enter these on the application form or attach a document under “*Supporting Documentation*”.

Employment and Staffing FAQ – Administrators and Teachers

Q3: Is there a way to know when jobs are posted on the website without checking every day?

A3: You can create a job alert to notify you when jobs are posted. To do this, you will click on the *Create Alert* button on the job listing page. You will be required to log in to create the alert. To remove an alert, you will update under the Job Management tab in SuccessFactors.

Q4: I am looking to move to Nova Scotia to teach, what do I need to do?

A4: If you are looking to teach in Nova Scotia you can visit the Department of Education website: <https://jobs.ednet.ns.ca/> or <https://beta.novascotia.ca/government/education-and-early-childhood-development>

You can also visit: <https://teach-in-novascotia.ca/>

Q5: Do I need an employment offer prior to becoming certified in Nova Scotia?

A5: No, but you must be certified in the jurisdiction where you completed your pre-service teacher training program (i.e. Bachelor of Education) prior to applying for teacher certification in Nova Scotia, otherwise, an application for teacher certification in Nova Scotia can be submitted at any time.

Q6: How long do I have to be on the supply/substitute list before applying for term/LTS positions?

A6: You do not have to substitute before applying for positions. Teachers may begin their career in NS by going directly in a contract position.

Q7: How long does it take to receive a teacher's certificate?

A7: Nova Scotia's Office of Teacher Certification requires up to six (6) weeks to process a complete application. To learn more about teacher certification in Nova Scotia please visit <https://certification.ednet.ns.ca/>.

Q8: How do I learn more about how to become a certified teacher in Nova Scotia?

A8: To learn more about teacher certification in Nova Scotia please visit <https://certification.ednet.ns.ca/>

Q9: What types of background checks will be required upon employment?

A9: All Regional Centres for Education in Nova Scotia require a Criminal Record Check and Vulnerable Sector Check as well as a NS Child Abuse Registry Check ([CAR](#)) as part of the new

Employment and Staffing FAQ – Administrators and Teachers

hire package – we can accept them dated three (3) months prior to your first day of work. It's a good idea to begin collecting these documents early as it can take up to two weeks for processing.

We also check your employment references and we require at least two immediate or direct supervisors. These are checked once we have conducted an interview with you and have your consent to contact the referee.

Q10: What is the starting salary for a teacher in Nova Scotia?

A10: Teaching salary in Nova Scotia is tied to teacher certification classification and years of recognized teaching service. For the 2022-2023 school year, the salary for a teacher meeting minimal teacher certification requirements with no recognized teaching experience is \$57,112 and the highest salary will be \$101,926 (three upgrading programs and 9 years of teaching experience).

Q11: Are Advanced Qualifications (AQ) courses recognized towards higher classifications of teacher certificates?

A11: Teachers can receive higher classifications of teacher certificates if they complete a recognized upgrading program in its entirety. Outside of Nova Scotia, these programs are generally Master (or PhD) level programs. AQ courses are not recognized towards higher levels of classification in Nova Scotia.

Q12: Is there an online resource for Internationally Trained Teachers to learn more about the education system and teaching in Nova Scotia?

A12: Yes, teachers interested in teaching in Nova Scotia can learn more about Nova Scotia's education system and how to become a teacher at <https://teach-in-novascotia.ca/>

Q13: Can I learn more about Nova Scotia's Inclusive Education Policy?

A13: Yes, please visit <https://www.ednet.ns.ca/docs/inclusiveeducationpolicyen.pdf>

Q14: What is the cost of housing in Nova Scotia?

A14: As of December 2021, the average house cost approximately \$376,000 in Nova Scotia. Comparatively, the average cost of a home in Ontario is \$923,000, British Columbia \$1,031,000, Quebec \$473,000, and Canada \$713,500. To learn more about housing prices in Canada, and for more regional housing prices in Nova Scotia, please visit <https://www.crea.ca/housing-market-stats/national-price-map/>.

Q15: Where can I learn more about housing prices in Nova Scotia?

Employment and Staffing FAQ – Administrators and Teachers

A15: To learn more about housing prices in Canada, and for more regional housing prices in Nova Scotia, please visit <https://www.crea.ca/housing-market-stats/national-price-map/>.

Q16: What is the price of childcare in Nova Scotia?

A16: The price of childcare is currently under reform in Nova Scotia. Under the Nova Scotia Canada-wide Early Learning and Child Care Agreement the Nova Scotia Government pledged that child care in the province will cost on average \$10-a-day by March 31, 2026. Child care fees across Nova Scotia were already reduced by 25% on-average retroactive to January 2022, with the commitment to reduce fees by 50% on average by the end of 2022.

Internal Teaching Applicants:

Q1: I am looking for an internal teaching and/or administrator position, how do I apply?

A1: SSRCE uses SuccessFactors (SF) to manage our application tracking and job postings. You will need a GNSPES or SSRCE email address to set up your account as well as your username. Your username is your SAP ID number (employee number) starting with a capital P. You can contact HR if you don't know your SAP ID number or require an internal email address.

There is a step by step process guide on the website, called "*First Time Applying*":
<https://ssrce.ca/employment/>.

You should ensure your resume is up-to-date with your qualifications, specific to the job for which you are applying. Make sure your resume clearly outlines your qualifications, education, professional development and teaching experience. HR short lists candidates based on the information provided in your resume and can be validated.

Ensure your resume includes your contact information such as an address, email, and phone number where you can be reached.

Your references should be current and include at least two immediate or direct supervisors. You can enter these on the application form or attach a document under "*Supporting Documentation*".

You will need to complete the required fields in SuccessFactors under *My Profile*. This information will flow through to the application form when you apply to a position. You can update and add or remove documents as applicable.

Q2: How does staffing work at SSRCE?

A2: Internal applicants should refer to the NSTU Local Agreement, specifically Articles 20 through 25: <https://ssrce.ca/collective-agreements/>.

There is an Administrative and NSTU Hiring timeline posted on the website:
<https://ssrce.ca/employment/>.

Employment and Staffing FAQ – Administrators and Teachers

There is also an Administrative Staffing Process for School Administrator positions, Coordinators, Consultants, and Coaches: <https://ssrce.ca/wp-content/uploads/2022/04/Screening-and-Interview-Scoring-for-Educational-Administrative-Roles-1.pdf>

SSRCE uses SuccessFactors (SF) to manage our application tracking and job postings. Internal applicants have a username for SuccessFactors. If you don't know your username contact Human Resources.

You should ensure your resume is up-to-date with your qualifications, specific to the job for which you are applying. Make sure your resume clearly outlines your qualifications, education, professional development and teaching experience. HR short lists candidates based on the information provided in your resume and can be validated.

Ensure your resume includes your contact information such as an address, email, and phone number where you can be reached.

Your references should be current and include at least two immediate or direct supervisors. You can enter these on the application form or attach a document under "*Supporting Documentation*".

Q3: How does short listing work for NSTU job competitions?

A3: The NSTU and PSAANS staffing process is outlined in the website: <https://ssrce.ca/employment/>. The staffing time line outlined eligibility for each staffing round. Once a staffing round closes HR reviews the short list question responses and validates the responses with the content of the applicant's resume. Short listing is completed using the qualification and experience in the job posting compared to the applicant. HR validates or scores each candidates based on the information provided in the resume.

HR will review the employee status, short list questions and the resume. Once the teaching experience is validated, HR proceed with short listing for interviews.

Short listed candidates, resumes, scoring summary and interview guides are provided by HR to the hiring principal.

Applicants are considered based on status as outlined in the NSTU Local Agreement. <https://ssrce.ca/collective-agreements/>.

Q4: Is there a way to know when jobs are posted on the website without checking every day?

A4: You can create a job alert to notify you when jobs are posted. To do this, you will click on the *Create Alert* button on the job listing page. You will be required to log in to create the alert. To remove an alert, you will update under the Job Management tab in SuccessFactors.

Q5: I forgot my password for my SuccessFactors account, what do I do?

Employment and Staffing FAQ – Administrators and Teachers

A5: To reset your password, click on the ? symbol beside password on the SF main login page. Enter your username and click “reset”. It will send you an email to the email address on file in SAP for your ESS account, either your GNSPES or SSRCE email address. If you don't receive an email with the reset within 15 minutes, contact HR to reset your password.

SuccessFactors Password Requirements:

Minimum Length changes from 6 to 8 characters

Maximum Length changes from 18 to 100 characters

Passwords previously did not expire, but now will need to be reset every 120 days

Passwords now require at least one 'non-alpha' character

Passwords cannot contain first name, last name, or username

Passwords must be different from the previous 5 passwords used

Q6: I locked myself out of SuccessFactors, who do I contact to have my account unlocked?

A6: If you have attempted to login into to your SuccessFactors account too many times with the incorrect password, you will need to contact HR to reset your password

SSRCE Collective Agreements: <https://ssrce.ca/collective-agreements/>