



Personnel Package Tutorial

Creating Your NLESD Profile





"Like a ten-speed bike, most of us have gears we do not use."

Charles Schultz



Online Practice and Review Tools

The District has been working to build online self-assessment tools that allow students to practice and test their abilities.

Click [HERE](#) to learn more about these self-assessment tools



STUDENTS & Families

- PowerSchool
- K-6 Report Card Guide
- Kindergarten
- Social Media Safety
- French Immersion
- Student Insurance



SCHOOLS & Transportation

- School Directory
- iBook Projects
- School Status Report
- School Calendar
- Busing
- Catchment Viewer

School News

News Stories from schools in our District.

June 7, 2017

Holy Spirit High Student wins National Video Competition

Holy Spirit High

 French immersion

Announcements

Announcements from the District.

June 6, 2017

District Students Shine at Skills Canada National Competition

The Newfoundland and
Labrador English School

The STAFF Room



JOB Opportunities



BUSINESS with NLESD



School STATUS Report



Education Foundation



PowerSchool Login



Page Settings



@NLESDCA Twitter Feed





Employment

Job Opportunities

Teaching and Substitute
Management and Support Staff

Employment Opportunities

Hiring Overview

It is the policy of the Newfoundland and Labrador English School District to staff the schools with the best qualified personnel and to use all personnel according to their training and skill, the needs of the schools, and the terms of employment as specified in employee contracts.

The Newfoundland and Labrador English School District currently employs more than 9000 teaching and support staff and provides a positive, team-oriented work environment that allows individuals to meet their full potential. Hiring and assignment of all positions will be made without regard to race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age (unless based on a bona fide occupational requirement).

Current educational opportunities and application procedures are available from the links at the bottom of this page.

Personnel Package (Teachers and Substitutes Only)

The Newfoundland and Labrador English School District (NLESD) is pleased to present our new online hub of hiring information for teachers and substitute teachers in the province.

In addition, all teachers currently employed by the District are required to create and/or update on a regular basis their information profiles.

To assist with navigating the new system, NLESD has provided some essential tools to explain how best to proceed, including a presentation package for Creating a Profile, Registering to Substitute, and Applying on a NLESD Advertised Position, as well as a Frequently Asked Questions document.

Any further inquiries should be directed to personnel@nlesd.ca.

- [Creating Your NLESD Profile](#)
- [Registering to Substitute with NLESD](#)
- [Applying on an NLESD Advertised Position](#)
- [Frequently Asked Questions on Personnel Package](#)
- [Payroll Direct Deposit Form \(Teacher/Student Assistant\)](#)

Click here if you need to view the tutorial.

Click here when you are ready to create your online profile.

To get started with your online profile or to log in, [please click here.](#)



TEACHING POSITIONS



INTERNAL POSITIONS
NLESD Management & Support Staff



EXTERNAL POSITIONS
NLESD Management & Support Staff

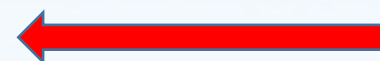


NL PUBLIC POSITIONS
Government Public Positions



IMPORTANT NOTICE

Updates have been made to the applicant profile system. Please ensure that your profile is up to date and complete.



**Click here to
register.**

IMPORTANT: All applicants applying for an EDUCATION POSITION must do a ONE TIME registration online before applying for a posted position.

to get **INSTRUCTIONS** and/or **HELPFUL HINTS** [click here](#).



Applicant Registration Instructions

To apply online using the electronic application process, you need to first create a profile as follows:

1. At Step 1 you should enter information as requested and proceed to Step 2. There is a "Next Step" and "Add" button on each page as needed.
2. When entering your profile, if you need to go back to a previous step, you can do so by selecting that particular step in the Quick Links box at the top left of your screen.
3. When entering information related to your education, work experience, or references (Steps 2 to 7), information entered incorrectly can be edited by using the "DEL" button and re-entering the information.
4. Newfoundland & Labrador English School District experience means any experience with any former Boards that are now a part of Newfoundland & Labrador English School District.
5. Replacement or substitute time and number of major or minor courses should be entered in digits only, (ie. 22, not twenty-two).
6. You are required to upload the appropriate documents as part of the application process.
7. When you have completed your profile you will be returned to the employment page where you click "view" on the position(s) for which you wish to apply. All information regarding the position is displayed here and you click "apply" to submit your application. Your application is automatically submitted.
8. It is your responsibility to ensure your profile information is correct and complete, and to update/edit your profile as needed when changes occur in experience or education.

Continue

Review the instructions before continuing to the Profile creation screen. Read and click **Continue**



Applicant Registration

Step 1: Profile/Demographics

REGISTRATION STEPS

• Step 1: Profile

Fields marked * are required.

NEW ACCOUNT INFORMATION

* Email Address

* Confirm Email

* Password

* Confirm Password

PROFILE INFORMATION

* Surname

* First Name

Middle Name

Maiden Name

* Mailing Address

* City/Town

* Province/State

* Country

* Postal/Zipcode

* Home Phone Number

Work Phone Number

Cell Phone Number

Date of Birth

Save and Continue

**Complete all the
required information
fully and accurately.**

**Once complete, click
*Save and Continue***



Personnel-Package

Applicant Services



Applicant Registration

Step 2: NLESD Experience

Fields marked * are required.

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
- Step 7: Other Information
- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

* Do you currently hold a permanent contract (probationary or tenured) with the Newfoundland and Labrador English School District?

Yes ☐

No ☒

* Are you currently in a replacement contract?

Yes ☐

No ☒

Save and Continue



Applicant Registration

Step 2A: NLESD Permanent Experience

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
- Step 7: Other Information
- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

Fields marked * are required.

* From(mm/yyyy)

* To(mm/yyyy)

* School

* Grades and/or Subjects Taught

NLESD PERMANENT EXPERIENCE

Total Months: 0

From	To	School	Grades and/or Subjects Taught
None on file.			

Enter permanent experience (if applicable. Click *Save and Continue*

NOTE: School sites are listed alphabetically through a drop box.

Click *Save and Continue*



Applicant Registration

Step 2B: NLESD Replacement Contract Experience

Fields marked * are required.

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
- Step 7: Other Information
- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

* From(mm/yyyy)

* To(mm/yyyy)

* School

* Grades and/or Subjects Taught

NLESD REPLACEMENT CONTRACT EXPERIENCE

Total Months: 0

From	To	School	Grades and/or Subjects Taught
None on file.			

Enter Replacement experience (if applicable). Click *Save and Continue*



Applicant Registration

Step 3: Experience with Other Boards

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
- Step 7: Other Information
- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

Fields marked * are required.

* From (mm/yyyy)

* To (mm/yyyy)

* School & Board

* Grades and/or Subjects Taught

Add

EXPERIENCE WITH OTHER BOARDS

From	To	School & Board	Grades and/or Subjects Taught
None on file.			

Save and Continue

Enter experience with other boards (if applicable). Click *Save and Continue*



Applicant Registration

Step 4: Newfoundland & Labrador English School District - Substitute Teaching Experience

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
- Step 7: Other Information
- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

Fields marked * are required.

* From (mm/yyyy)

* To (mm/yyyy)

* # Days Per Year

Add

SUBSTITUTE TEACHING EXPERIENCE

From	To	# Days Per Year
None on file.		

Save and Continue>

Enter substitute experience (if applicable). Click *Save and Continue*



Applicant Registration

Step 5: University/College Education

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
- Step 7: Other Information
- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

* Name of Institution

Fields marked * are required.

* From (mm/yyyy)

* To (mm/yyyy)

* Program/Faculty

* Major

NOT APPLICABLE
Accounting
Administration
Administration Studies
Adult Education
Anthropology
Appl. Linguistics
Archaeology
Art
Art History
Assessment

* # Major Courses

* Minor

* # Minor Courses

Degree Conferred

0

NOT APPLICABLE

0

NOT APPLICABLE

Add

Enter training and specific information requested.

Click *Save and Continue*

UNIVERSITY/COLLEGE EDUCATION

Institution	From	To	Program & Faculty	Major(#crs)	Minor(#crs)	Degree Conferred	
Memorial University	September 2012	April 2016	Faculty of Arts	French (14)	Mathematics (8)	BA	DEL
Memorial University	September 2016	August 2017	Faculty of Education - Intermediate/Secondary	Education (15)	N/A	BED-S	DEL

Save and Continue



Applicant Registration Step 6: Education Continued

Fields marked * are required.

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
- Step 7: Other Information
- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

* Level of Professional Training

PRIMARY-ELEMENTARY
SECONDARY
PRIM/ELEM/SEC

* Number of Special Education Courses

0

* Number of French Language Courses

0

* Number of Math Courses

0

* Number of English Courses

0

* Number of Music Courses

0

* Number of Technology Courses

0

* Number of Science Courses

0

* Present Newfoundland Teaching Certificate Level

* Date Certificate Issued (mm/yyyy)

Save and Continue

**Enter information requested
regarding specific numbers of courses
completed in each area.**

Click Save and Continue



Applicant Registration Step 7: Other Information

Fields marked * are required.

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
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- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

Other Info

Save and Continue

Education (Other) successfully added.

Enter any information in the box that you deem significant. Many applicants cut and paste information from their resumes here. Click *Save and Continue*



Applicant Registration Step 8: References

Fields marked * are required.

Maximum 3 References on File.

If more than 3 References on File then Add button will be disabled.

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
- Step 7: Other Information
- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

* Full Name	<input type="text"/>
* Title	<input type="text"/>
* Present Address	<input type="text"/>
* Telephone	<input type="text"/>
* Email	<input type="text"/>
	<input type="button" value="Add"/>

None on file.

Enter references and *click Add*

Next, *click Send Reference Request*

Please ensure the information is accurate.

2.

Name:	Ms. Susan Perry
Title:	Cooperating Teacher
Address,Phone:	Holy Trinity High School, 709-437-5563
Email:	susanperry@nlesd.ca

Send Reference Request

3.

Send Reference Request

Please Select Reference Type

Teaching Reference ▼

Maximum 3 References on File.

If more than 3 References on File then Add button will be disabled.

REGISTRATION STEPS

- Step 1: Profile
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QUICK LINKS

- Account Security
- Substitute Preferences
- Home

* Full Name	<input type="text"/>
* Title	<input type="text"/>
* Present Address	<input type="text"/>
* Telephone	<input type="text"/>
* Email	<input type="text"/>

Add

Delete Reference

Name:	<input type="text"/>
Title:	Teacher at Henry Gordon Academy
Address,Phone:	PO Box 141, Cartwright, NL, A0K 1V0, <input type="text"/>
Email:	<input type="text"/>

Request Completed on 28/02/2018([Click to View](#))

Delete Reference

Name:	Susan <input type="text"/>
Title:	Principal <input type="text"/>
Address,Phone:	<input type="text"/>
Email:	<input type="text"/>

Request Completed on 26/02/2018([Click to View](#))



Applicant Registration Step 9: Regional Preferences

REGISTRATION STEPS

- Step 1: Profile
- Step 2: NLESD Experience
- Step 2A: NLESD Perm. Experience
- Step 2B: NLESD Repl. Experience
- Step 3: Other Board Experience
- Step 4: Substitute Experience
- Step 5: Education
- Step 6: Education (cont'd)
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- Step 8: References
- Step 9: Regional Preferences
- Step 10: Documents/Declarations

QUICK LINKS

- Account Security
- Substitute Preferences
- Home

Fields marked * are required.

**Regional Preferences apply to the Pool Positions.
Please Select the regions you prefer to work in.**

Eastern Region

☐ All Eastern Region

☐ Avalon East

☐ Avalon West

Central Region

☐ All Central Region

☐ Burin

☐ Nova Central

☐ Vista

Western Region

☐ All Western Region

☐ Central

☐ Green Bay / White Bay

☐ Northern

☐ Southern

Labrador Region

☐ All Labrador Region

☐ Coastal

☐ Eastern

☐ Western

Nleed - Provincial Region

☐ Nleed - Provincial

Select the regions where
you are prepared to work.

Click *Continue*



Applicant Registration Step 10: Documents

Fields marked * are required.

Various documents/declarations are required to complete the application process. They can be uploaded here.

Important Note: **ONLY PDF DOCUMENTS ARE ACCEPTED.**

Upload A Document...

* Document Type: --- Select Document Type ---

* Document File: Choose File No file chosen

Upload

University Transcript
No University Transcript documents uploaded

Teaching Certificate
No Teaching Certificate documents uploaded

Code of Conduct
No Code of Conduct documents uploaded

French Proficiency (DELF)
No French Proficiency (DELF) documents uploaded

Criminal Offence Declaration
No criminal offence declarations uploaded.
add declaration

Complete Profile!

Upload all required documents to your profile. Please note: NLESD will not accept hard copies of transcripts, or teaching certificates. The original copy of the Code of Conduct is to be sent to the regional NLESD office.

Click *Complete Profile*

REGISTRATION STEPS

- Step 1: Profile
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QUICK LINKS

- Account Security
- Substitute Preferences
- Home