

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

Occasional Teachers

AS 25.0
2013 10 18

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to secure qualified and competent, Catholic occasional teachers as required for the operation of the schools under its jurisdiction.

ADMINISTRATIVE REGULATIONS:

1. The principal will dispatch and assign an occasional teacher following the call-out process to fill vacancies as a result of the temporary absence of a regular staff member.
2. The assigned occasional teacher shall be selected from the Board's approved occasional teacher List.
3. In the filling of these temporary vacancies, an effort shall be made to secure occasional teachers who are qualified in the subject specialization and division of the teacher who is absent.
4. Only qualified occasional teachers shall be assigned to long-term positions. If not possible, a Letter of Permission will be obtained from the Ministry of Education.
5. Principals shall attempt to maintain as much continuity as possible.
6. All teachers will maintain a daily occasional teacher information package and make this available to occasional teachers.
7. Principals shall be responsible for the performance of all occasional teachers and shall provide a written evaluation for long-term occasional teachers who are in the position for four months or more.
8. No occasional teacher shall be employed for, or assigned to a position where his/her evaluation will be made in whole or in part by a member of his/her immediate family.
9. No short-term occasional teachers shall be employed during professional activity days.

PROCEDURES:

1. The approved occasional teacher list shall be made available to the principals through the Board's staff portal/intranet.
2. The principal shall then select, dispatch and assign the occasional teachers as needs require, during the course of the year in accordance with the collective agreement.

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<p>3. Should no occasional teacher be available from the approved occasional teacher list, the principal may, if necessary, secure any other person deemed suitable in that particular instance as per the <i>Education Act</i>.</p> <p>DUTIES AND RESPONSIBILITIES OF OCCASIONAL TEACHERS:</p> <ol style="list-style-type: none">1. Report to the principal/vice-principal or designate upon arrival at the school.2. Review all plans and schedules to be followed during the teaching day, as found in the daily occasional teacher information package.3. Maintain as fully as possible the established routines and procedures of the school and classroom assigned.4. Teach the lesson(s) outlined, as prepared by the absent teacher.5. Consult with the principal/vice-principal before initiating any teaching or other procedures not specified in the day plan and occasional teacher handbook.6. Assume responsibility for overseeing pupil behaviour in class and during lunch and recess periods as assigned.7. Follow all policies, rules and procedures to which regular teachers are subject to and adhere to the Ontario College of Teachers Standards of Practice.	