

ELEMENTARY CASUAL/OCCASIONAL TEACHER

A) EMPLOYMENT PROCEDURES

B) ADMINISTRATION PROCEDURES

The following procedures are designed to ensure a pool of casual/occasional teachers is available for the Board's elementary schools.

I. ADVERTISEMENTS

1. The Board will advertise for casual/occasional teachers in county newspapers when necessary.
2. Completed kits with resumes, resulting from the advertisements, must be submitted to the Human Resources Department at the Board Office.

The "Application Kit" contains the following documents:

a) Agreement to Teach Form for Elementary Occasional Teachers

Applications for elementary occasional teaching positions must be completed and returned with the necessary documents to the Board Office. The Occasional Teacher List will be generated from the individual application forms submitted to the Board.

b) Elementary Teachers' Federation of Ontario (ETFO) application form.

c) Direct Deposit Request Form

d) Revenue Canada – Personal Tax Credits (TD-1) Form

e) Ontario Personal Tax Credits Return (TD1ON) Form

f) Casual/Occasional Teacher Tracking Sheet

This document is used to record the number of days worked and provide record of the evaluation process. Instructions are contained on the form and must be completed. A casual/occasional teacher who fails to complete the evaluation process will be removed from the occasional teacher list.

g) Elementary Casual/Occasional Teacher Procedures Summary

The individual should retain this information.

II. ONTARIO COLLEGE OF TEACHERS

On May 20, 1997 the Ontario College of Teachers Act, 1996 was passed and this Act required that all qualified teachers must be members of the College in order to teach in a publicly funded schools in Ontario.

You will be required to provide a copy of your CERTIFICATE OF QUALIFICATIONS (from the current year), prior to being placed on the Occasional Teacher List.

If you have questions concerning these documents you can contact the Ontario College of Teachers, Membership Services Department at 1-888-534-2222, ext. 330.

III. THE LIST

The Board has initiated an Automated Call-Out System, Smartfind Express (SFE).

Occasional Teachers should indicate the schools where they are willing to accept assignments and are within a reasonable driving distance from their homes. Occasional Teachers should choose five (5) schools for their top preferences and rank them from 1 to 5 and check any additional schools where they wish to work.

Any number of schools may be selected for your general list.

Once an occasional teacher has been approved and is placed on the Active List, a package containing the SFE instructions on how to register on the system, will be sent to the occasional teacher.

1. The Active List will be prepared by the Human Resources Office with the following information;
 - a) teacher's name, address, phone number, qualifications and availability
 - b) preferred school(s)
 - c) preferred subjects or grade levels.
2. In order to maintain the accuracy of the listings casual/occasional teachers are reminded of the following:
 - a) If you are not available for a period of three weeks or more you must notify the Human Resources Department, **IN WRITING**, and make yourself unavailable in the system. Please see "c" concerning removal from the list.
 - b) List schools for which you wish to complete casual/occasional assignments that are within a reasonable driving distance from your home;
 - c) You must be prepared to teach when called. Five refusals could mean that your name will be deleted from the occasional teacher's list for the current year.
 - d) Any change in name, or address, must be reported IN WRITING to the Board's Human Resources Department.
 - e) The collective agreement makes the Board responsible for maintaining the accuracy of the occasional teacher list. As a result you may be deleted from the list if you fail to respond to a call, your telephone number is inaccurate, or if you refuse casual/occasional teacher assignments. (refer to (c) above with regard to maintaining your position on the occasional teacher list).

IV. OTHER APPLICATIONS

1. Principals who are aware of individuals wishing to do casual/occasional teaching in their school may provide the individual with an "Application Kit". The total number of casual/occasional teachers is limited by formula.
2. The principal should advise each applicant that the "Application Kit" must be completed as per the instructions contained in the summary in order for the individual's name to be placed on the Occasional Teacher List. The contract between the Board and the Casual/Occasional Teachers provides a formula regarding the number of positions available. As a result, the individual applicant may not go on the list at the time of the application.

V. DIRECT DEPOSIT

Payment for time worked will be made by 'Direct Deposit' to any chartered bank or financial institution that will accept the electronic transfer of salary payments.

The Board reserves the right to pay by cheque at any time.

You should check with your bank or financial institution to ensure that such a transfer is acceptable, complete the "DIRECT DEPOSIT REQUEST FORM" that is enclosed and return it with your application form.

VI. TEACHERS' PENSION PLAN BOARD

As a new qualified casual/occasional teacher with the Renfrew County District School Board you will have Teacher's Pension deductions made from any monies earned with the Board.

VII. REVENUE CANADA PERSONAL TAX CREDITS RETURN (TD1) & ONTARIO PERSONAL TAX CREDITS RETURN (TD1ON)

The Board is required by law to file these forms for each employee. Please complete the attached forms and return them with your application.

VIII. TRACKING SHEETS

THE TRACKING SHEET IS THE DOCUMENT USED BY THE PROBATIONARY CASUAL/OCCASIONAL TEACHER TO RECORD ASSIGNMENTS AND EVALUATIONS. IT IS THE RESPONSIBILITY OF THE CASUAL/OCCASIONAL TEACHER TO HAVE THE TRACKING SHEET INITIALLED AT EACH TEACHING SITE BY THE PRINCIPAL OR THE PRINCIPAL'S DESIGNATE.

IX. EVALUATION

1. **IT IS THE RESPONSIBILITY OF THE CASUAL/OCCASIONAL TEACHER TO ARRANGE FOR THE EVALUATION. THE SCHOOL PRINCIPAL OR VICE-PRINCIPAL MUST COMPLETE THE EVALUATION. A CLASSROOM TEACHER MUST NOT COMPLETE THE EVALUATION.**
2. **The probationary casual/occasional teacher shall arrange for evaluation during three time periods:**
 - Days 1 to 5
 - Days 15 to 20
 - Days 33 to 38
3. **AN EVALUATION CAN BE DONE AT ANY TIME, AND MUST BE DONE IF A PRINCIPAL/VICE PRINCIPAL FEELS THAT IT IS WARRANTED.**

If an evaluation is not done in the allotted time period, the principal/vice principal of the next assignment should complete the evaluation. A CASUAL/OCCASIONAL TEACHER WHO FAILS TO ARRANGE FOR THE EVALUATION IN THE APPROPRIATE TIME FRAMES MAY BE REMOVED FROM THE LIST.

4.
 - (a) **The evaluation will be a checklist and anecdotal comment and a supply of evaluation reports will be available in each school office.**
 - (b) **Criteria have been established concerning competency and the ability to fit into the organization;**
 - (c) **It must be noted whether or not the probationary casual/occasional teacher meets expectations;**
 - (d) **Generally speaking, if the probationary casual/occasional teacher does not meet expectations in two categories or more, the evaluation will be considered adverse. However, one criterion not meeting expectations that is serious enough i.e. very little classroom control – could be considered to be an adverse evaluation.**
 - (e) **An anecdotal comment is required if a teacher does not meet expectations in any one of the criteria.**
5. **Two positive evaluations are required to become a permanent casual/occasional teacher. All three evaluations must be done.**
6. **It is the responsibility of the Principal to advise the Superintendent of an adverse evaluation. If the first two evaluations are adverse it is recommended that the Superintendent responsible remove the name of the probationary casual/occasional teacher from the list by notifying the Human Resources Department in writing.**
7. **One adverse report could be sufficient to remove a name from the list. This would result from actions that would normally be considered grounds for dismissal i.e. physical abuse, dereliction of duty. It could also occur for reasons of staff morale – this individual does not fit into the school milieu.**
8. **If the adverse report is sufficiently serious, the Superintendent or designate will advise appropriate principals by phone.**

9. ALL EVALUATIONS MUST BE FORWARDED TO THE SUPERINTENDENT OF HUMAN RESOURCES OR DESIGNATE AFTER SIGNATURE AND COMMENTS BY THE CASUAL/OCCASIONAL TEACHER ARE COMPLETED, AS REQUIRED BY THE COLLECTIVE AGREEMENT, ALONG WITH THE SIGNATURE OF THE EVALUATOR.

X. PERMANENT STATUS

A probationary casual/occasional teacher attains permanent status upon completion of the 45 days probationary period and the appropriate number of evaluations.

1. The tracking sheet must be forwarded to the Board Office with verification of assignments and evaluations.

XI. CRIMINAL BACKGROUND CHECKS

1. Any person who is considered for employment by the Renfrew County District School Board must submit a **CRIMINAL BACKGROUND CHECK**. Your Criminal Background Check can be obtained by contacting a detachment of the Ontario Provincial Police or your local police authority.
2. Your **ORIGINAL** Criminal Background Check must be submitted with this application and must not be any older than **6 MONTHS**. (If you have already complied with Regulation 521/01, please see Offence Declaration Section).
3. **ANY COSTS INCURRED FOR OBTAINING THE CRIMINAL RECORD CHECK ARE THE RESPONSIBILITY OF THE INDIVIDUAL APPLICANT.**
4. The results of the Criminal Background Check must be forwarded to the Renfrew County District School Board. Names **will not** be added to the occasional teacher list until such time as the background check has been received and is acceptable to the Board.

XII. OFFENCE DECLARATION

In addition to the Criminal Background Check, as explained above, the Board must also collect on AN ANNUAL BASIS an OFFENCE DECLARATION.

The attached form must be completed and submitted to the Human Resources Department prior to commencement of any assignment.

