



**Date of Issue:** September 1, 2007

**Original Date of Issue:** October 11, 1988

**Subject:** **OCCASIONAL TEACHERS**

**References:** Elementary and Secondary Collective Agreement  
Occasional Teachers' Collective Agreement  
FORM A4210 – 1a; FORM A4210 – 1b; FORM A4210 – 2  
APPENDIX A, APPENDIX B, APPENDIX C

**Links:**

**Contact:** Human Resource Services

---

## **1. Employment**

- 1.1 Principals are authorized, where required, to utilize occasional teachers under these conditions:
  - 1.1.1 to replace a permanent, probationary or temporary teacher who is absent within the terms of the collective agreement;
  - 1.1.2 to permit a teacher to attend an activity approved by a superintendent and subject to the budget set out for the activity;
  - 1.1.3 to permit a teacher to attend a professional development activity, subject to adequate funding from an authorized source;
  - 1.1.4 to permit a teacher to meet school program needs subject to sufficient funding from the school's basic budget.

## **2. Occasional Teacher Information Handbook**

- 2.1 In order to ensure that each occasional teacher has sufficient information to enable that teacher to teach effectively and to provide a safe environment for students, each school will have in place an Occasional Teacher Information Handbook. This handbook is provided to an occasional teacher when on assignment at that school. Most of the information to be included in the handbook is generic to the school, however, certain items will be specific to the respective classroom/assignment.
- 2.2 The handbook may be retained in the school office for distribution to the occasional teacher on the day of the assignment and returned at the conclusion of the assignment, or a copy may be placed permanently in each classroom.

- 2.3 Appended are lists detailing the required information to be included in the elementary version of the handbook (APPENDIX A) and the secondary version of the handbook (APPENDIX B). All handbooks must have a cover information page in the format laid out in APPENDIX C.

### **3. Time Sheets**

- 3.1 Occasional teacher time sheets are to be authorized by the principal, the vice-principal or the principal's assistant at the end of the school day.
- 3.2 If none of these is present at the school to sign the time sheet, the secretary then has the authority to sign for the principal.

### **4. Occasional Teacher Evaluation**

- 4.1 Occasional teachers employed by the Board are required to serve a probationary period of sixty (60) teaching days in the secondary and/or elementary panel.
- 4.2 Since occasional teachers work in a variety of schools, the following guidelines are provided in order to ensure consistency in evaluation practices by school administrators.
- 4.2.1 Casual occasional teacher evaluation will focus primarily on the following areas:
- 4.2.1.1 punctuality;
  - 4.2.1.2 classroom management and control;
  - 4.2.1.3 implementation of directions assigned by classroom teacher or principal.
- 4.2.2 Continuous occasional teacher evaluation will focus on all aspects of the role of the teacher and shall be the same as for permanent teachers.
- 4.3 Each probationary occasional teacher will carry a Probationary Report (FORM A4210-1a, 1b) which must have recorded on it each day of assignment throughout the probationary period.
- 4.4 This report has a section for the signature of the school administrator and a column which must be checked by the administrator as **S**-satisfactory or **U**-unsatisfactory, on a schedule defined in section 4.5 below.



- 4.5 The occasional teacher is responsible for making arrangements with a school administrator for supervision and to ensure that the report is signed off as follows:
  - 4.5.1 at least twice between day one to day fifteen;
  - 4.5.2 at least twice between day sixteen to day thirty;
  - 4.5.3 at least twice between day thirty-one and day forty-five;
  - 4.5.4 at least twice between day forty-six and day sixty.
  
- 4.5 The occasional teacher is responsible for making arrangements with a school administrator for supervision and to ensure that the report is signed off as follows:
  - 4.5.1 at least twice between day one to day fifteen;
  - 4.5.2 at least twice between day sixteen to day thirty;
  - 4.5.3 at least twice between day thirty-one and day forty-five;
  - 4.5.4 at least twice between day forty-six and day sixty.
  
- 4.6 In the event that a probationary report indicates unsatisfactory performance, the evaluator will identify, in writing, using the Administrator's Probationary Review (FORM A4210 - 2) for the occasional teacher the reason(s) for the unsatisfactory report. A copy is to be sent to the Manager of Human Resource Services for placement in the teacher's personnel file. Unsatisfactory performance may result in the teacher's name being removed from the respective Occasional Teachers' List.
  
- 4.7 Although it is the responsibility of the occasional teacher to ensure the signing of the probationary report, this procedure does not limit, in any way, the principal's responsibility for the evaluation and supervision of staff and the right to sign the probationary report at times other than those requested by the occasional teacher.
  
- 4.8 The occasional teacher must, within ten (10) days of completing the 60<sup>th</sup> day of the probationary period, ensure that the completed probationary form is returned to Human Resource Services. Failure to do so may result in the occasional teacher's name being removed from the respective Occasional Teachers' List.
  
- 4.9 The probationary period is not considered to be complete until the Probationary Report form is reviewed and approved by Human Resource Services.



- 4.10 When the probationary period has been completed satisfactorily, the designation “probation” will be removed from the occasional teacher’s status and the teacher will be notified in writing by Human Resource Services.

**Issued:** September 1, 2007

**Revised:** October 11, 1988, March 3, 1992

***Issued under the authority of the Director of Education***



---

## **Elementary Occasional Teacher Information Handbook**

### **REQUIRED INFORMATION FOR THE ELEMENTARY PANEL:**

1. Name of principal, vice-principal, secretary and their respective telephone extensions;
2. Emergency (crisis) office telephone extension;
3. \*Students with specific needs, i.e. health or custodial arrangements, names of educational assistants;
4. School timetable;
5. Internal map of the school and grounds and provide a key to the classroom;
6. \*Teacher's Daily Plan;
7. Current supervision/duty schedule;
8. \*Current class list and seating plan;
9. \*Students who are integrated into this classroom or who move to another class/resource room for integration/instruction, including those with IEPs and those with SERT support (names and times);
10. \*Student(s) who may assist the occasional teacher;
11. Division leader contact with telephone extension and special education with telephone extensions;
12. Attendance reporting procedures;
13. Classroom entrance/exit procedures, including late arrival policy and washrooms;
14. Bus schedule, including a list of students who travel on the bus;
15. Discipline procedures & contact persons with telephone extensions;
16. Emergency procedures, such as first aid, Fire and Code Red, including verbal codes;
17. Lunch/Nutrition break procedures;
18. School dress code, including hat policy;
19. Board Code of Conduct and School Code of Behaviour;
20. Teacher resources & materials e.g. photocopier codes, general supplies, audio-visual equipment;
21. Planning time placement and grade levels (attach Article 19.01 of the Collective Agreement);
22. \*Class/grade appropriate worksheets and activities (not intended to replace quality daily plans).

Note: \* items should be made available in the classroom

**Secondary Occasional Teacher Information Handbook**

**REQUIRED INFORMATION FOR THE SECONDARY PANEL:**

1. Name of principal, vice-principal, secretary (main office) in charge of occasional teachers, and their respective telephone extensions
2. Emergency (crisis) main office telephone extension
3. \*Students with specific needs, i.e. health or custodial arrangements, names of educational assistants
4. School timetable
5. Internal map of the school and grounds
6. \*Teacher's daily schedule
7. Current supervision/duty schedule
8. \*Current class lists and seating plan
9. Department leader list with workroom telephone extensions and special education and library telephone extensions
10. Attendance reporting procedures, including Scantron
11. Discipline procedures and contact persons with telephone extensions
12. Emergency procedures such as first aid, Fire and Code Red, including verbal codes
13. Policy regarding food and beverages in the classroom
14. School dress code, including hat policy
15. Board Code of Conduct and School Code of Behaviour
16. Teacher resources & materials e.g. photocopier codes, general supplies, audio-visual equipment
17. \*Subject/grade appropriate worksheets and activities (not intended to replace quality daily plans)

Note: \* items should be made available in the classroom



**Occasional Teacher Information Handbook  
Sample Cover Page**

	Name	Telephone Extension
Principal		
Vice-Principal		
Secretary		
Emergency (crisis) Main Office		

**School Timetable/School Day**

Sample



OCCASIONAL TEACHER PROBATIONARY REPORT

Name: \_\_\_\_\_ ID # \_\_\_\_\_

**IMPORTANT: ALL DAYS TAUGHT DURING THE PROBATIONARY PERIOD  
MUST BE RECORDED ON THIS FORM**

DAY	SCHOOL	DATE	SUBJECT/ GRADE	ADMINISTRATOR'S SIGNATURE	S	U
<b>Administrator's signature required at least twice within first 15 days</b>						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
<b>Administrator's signature required at least twice between day 16 and day 30</b>						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						



OCCASIONAL TEACHER PROBATIONARY REPORT

Name: \_\_\_\_\_

ID # \_\_\_\_\_

DAY	SCHOOL	DATE	SUBJECT/ GRADE	ADMINISTRATOR'S SIGNATURE	S	U
<b>Administrator's signature required at least twice between day 31 and day 45</b>						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
<b>Administrator's signature required at least twice between day 46 and day 60</b>						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						

Sample

**Reminder:** Teachers must fill in all days taught on the probationary report.

\_\_\_\_\_  
Occasional Teacher's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorization – Human Resource Services Personnel

\_\_\_\_\_  
Date



ADMINISTRATOR'S PROBATIONARY REVIEW

Occasional Teacher's Name: \_\_\_\_\_

Date: \_\_\_\_\_ School: \_\_\_\_\_

AREAS TO BE REVIEWED	COMMENTS		
	SATISFACTORY	UNSATISFACTORY	RECOMMENDATIONS
PUNCTUALITY			
CLASSROOM MANAGEMENT AND CONTROL			
IMPLEMENTATION OF DIRECTIONS ASSIGNED BY TEACHER AND/OR PRINCIPAL			
OTHER			

Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

c: Manager of Human Resource Services  
Teacher