

Date of Issue	August 2009
Original Date of Issue	November 6, 2000
Subject	USE OF UNCERTIFIED INDIVIDUALS FOR TEACHING POSITIONS
References	<i>Education Act</i> Regulation 298 APM A4000 – SCARRI System APM A4010 – Criminal Background Check – Vulnerable Sector Screening and Offence Declarations
Links	
Contact	Human Resource Services & Organizational Development

1. Introduction

- 1.1 A shortage of occasional teachers may require the use of casual uncertified individuals. Section 21 of Regulation 298 of the *Education Act* sets out the minimum requirements for the employment of such individuals.
- 1.2 The Simcoe County District School Board requires that any individual appointed to teach in the case of an emergency pursuant to Regulation 298 section 21(1) of the *Education Act*, must be eighteen years of age or older and must have a college diploma or two years of post secondary education at a recognized college or university.

2. General

Where the automated dispatch system (SCARRI) is unable to obtain a certified occasional teacher, in-school teaching staff should be considered before resorting to the use of an uncertified individual.

- 2.1 In elementary schools where an absence is unfilled, it is recommended that school teaching staff, a librarian, SERT or Vice-Principal, be used before calling an uncertified individual.
- 2.2 In secondary schools, Principals should ensure that all available on-calls are being used before calling an uncertified individual.
- 2.2 Reference should be made to APM A4000, SCARRI System, sections 2.4 and 2.5, Banking Time.

3. Authorization

- 3.1 The use of an uncertified individual to fill a casual occasional teaching position must first be authorized by Human Resource Services.



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- 3.2 This authorization will be relayed to the school by the SCARRI Dispatch System which assigns an authorization number to the absence.
 - 3.3 In order to comply with the collective agreement and the legislation, this authorization will only be given after SCARRI is unable to fill the absence. The authorization is only to be used for the absence (job) for which it has been assigned.

4. Screening of Uncertified Individuals

- 4.1 It is recommended that each Principal maintain a list of uncertified individuals who would be available to meet their school's needs in an emergency.
- 4.2 These uncertified individuals must be screened/interviewed in accordance with APM A4460, Interview and Selection Process. However, due to the nature of the process, a selection committee of two individuals may be used.
- 4.3 When identifying candidates for screening, administrators must ensure that they meet the requirements specified in article 1.2 above and section 21.2 of Regulation 298 of the *Education Act*.
- 4.4 The Principal must ensure that these uncertified individuals obtain a Criminal Background Check - Vulnerable Sector Screening prior to working at the school.
- 4.5 The original Criminal Background Check - Vulnerable Sector Screening, interview documentation, reference checks, and appropriate Superintendent authorization must be received in Human Resource Services prior to the individual working at the school.
- 4.6 Two or more Principals in adjacent schools are encouraged to share uncertified individuals and/or assist each other in the screening process.

5. Educational Assistant as an Uncertified Occasional Teacher

- 5.1 An Educational Assistant may only be used as an uncertified occasional teacher if they meet the requirements specified in article 1.2 above and section 21.2 of Regulation 298 of the *Education Act*, and if the assignment falls on a day that he/she is not scheduled to work.
- 5.2 The Educational Assistant's time as an uncertified occasional teacher must then be recorded on an occasional teacher time sheet and submitted to the Payroll Department in the normal manner.

6. Uncertified Rates of Pay/Payment Process

- 6.1 The daily rate of pay for uncertified occasional teachers doing casual occasional work is maintained in the Human Resource Services Department.



- 6.2 The Principal must write the authorization number received from the Dispatch System beside his/her signature on the uncertified occasional teacher's time sheet.

Approved
Revised

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Issued under the authority of the Director of Education