

1. PURPOSE

To detail the hiring practice and renewal process for Occasional teachers and to maintain and update a list of qualified Occasional teachers for the replacement of absent teachers.

2. QUALIFIED TEACHERS

The Board has an immediate and on-going need for qualified occasional teachers. As a result, it is necessary to facilitate entry requirements onto the supply list to provide a pool of available occasional teachers and to ensure that the quality of the occasional teachers meet the needs of the School and the Board.

a. INCLUSION ON OCCASIONAL TEACHERS' ROSTER

- A qualified teacher may respond to an Occasional Teacher posting on the CDSBEO website or the Apply to Education website.
- Successful candidates will be notified by email, following interviews.
- Once all required documentation has been received and verified by the Human Resources Department, successful candidates' teaching information will be uploaded to SmartFindExpress and they will begin receiving call outs.

3. NEW APPLICANTS

Interested candidates are asked to provide the following documentation:

- Complete Apply to Education profile
- Qualifications
- Resume
- References (3)

Upon successful completion of the interview process, candidates will be required to provide the following mandatory documents, prior to being added to the Occasional Teachers' Roster:

- Pastoral Reference Form / Letter dated with past 12 months
- Vulnerable Sector Police Check dated within past 6 months
- Valid Ontario College of Teachers Certificate of Qualification

Former CDSBEO Teacher who have not worked for the Board within the past year will be considered new applicants and will be required to follow the New Applicant process listed above.

We welcome applications from retiring/resigning CDSBEO Teachers; however, acceptance is not automatic and may be denied.

4. RENEWAL APPLICANTS

Occasional teachers must submit an annual application to the Board on or before August 15th of each school year to be considered for renewal. The Board reserves the right to deny late applications.

Renewal applicants must supply the following documentation for consideration:

- Completed CDSBEO Application Form
- Copy of valid Ontario College of Teachers Certificate of Qualification
- Vulnerable Sector Police Check dated within past 6 months

5. PRINCIPAL ROLE

Support with the interview process, where requested, to guide hiring decisions based on a professional review of the candidate's application and interview process.

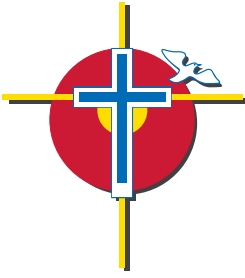
6. HUMAN RESOURCES ROLE

Responsible for full cycle recruitment process, including posting requirements, review/screening of all applicants, interview coordination and facilitation, reference verification and communication with applicants regarding the interview process, including interview results.

Prior to contacting references, Human Resources are responsible for obtaining a Reference Authorization Form from the candidate. Written authorization will be accepted in place of a signed Reference Authorization Form. See Appendix A.

7. REMOVAL FROM THE OCCASIONAL TEACHERS' ROSTER

The Board may remove an Occasional Teacher from the Occasional Teachers' Roster, in accordance with the OECTA Collective Agreement.



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO
Human Resources Department
2755 Highway 43, Kemptville, ON K0G 1J0
1-800-443-4562 or 613-258-7757
www.cdsbeo.on.ca

REFERENCE AUTHORIZATION FORM

“I, _____ authorize the Catholic District School Board of Eastern Ontario (the ‘Board’) to obtain personal information from my present and/or previous employers and any other persons I have listed as references, to assist in determining my suitability, eligibility or qualifications for employment with the Board”

Name 1: _____

Email 1: _____ Phone Number 1: _____

Name 2: _____

Email 2: _____ Phone Number 2: _____

Name 3: _____

Email 3: _____ Phone Number 3: _____

Signature: _____

Date: _____

PLEASE NOTE:

A Vulnerable Sector Criminal Reference Check with no charges or convictions will be a condition of employment for the successful candidate.