



1. PURPOSE

To maintain and update a list of qualified occasional teachers for the replacement of absent teachers.

a) 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.

i) INCLUSION ON SUPPLY LIST

- A qualified teacher may respond to an Occasional Teacher posting on 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.

ii) REMOVAL FROM SUPPLY LIST

As per Article 13.15 i) and ii) of the Occasional Teachers Collective Agreement:

i) Removal from 'A' Occasional Teacher List

The Board may remove an Occasional Teacher's name from the Occasional Teachers' 'A' List, providing written notification has been sent to the Occasional Teacher and the Association five (5) working days prior to the intended removal for the following reasons:

- a) The Board and the Association shall review on a biannual basis 'A' List Occasional Teachers' availability to date. Where, without reasonable explanation, an 'A' List Occasional Teacher is seen to have been largely unavailable, they may be removed from the 'A' List, after consultation with the Association.
- b) If the Occasional Teacher fails to submit a properly completed renewal form in accordance with Article 13.03 by August 15th, he/she shall be removed from the Occasional Teachers' Roster.
- c) Upon written notification of the resignation of an Occasional Teacher, he/she shall be removed from the Occasional Teachers' Roster.

- d) It is understood that, with due process and just cause, a teacher may be removed from the 'A' List to the 'B' List.

ii) Removal from 'B' Occasional Teacher List

- a) Upon written notification of the resignation of an Occasional Teacher, he/she shall be removed from the Occasional Teacher Seniority Roster.
- b) It is understood that, with due process and just cause, a teacher may be removed from the Occasional Teacher Seniority Roster.

b) Unqualified Teachers:

Along with a contingency list composed of at least 5 Teachers on the Board Occasional Teachers' Roster, each school shall be responsible for maintaining its own list of at least 5 Teachers who are not on the Board OT Roster and/or unqualified teachers. When engaging an unqualified teacher, the Principal/Vice-Principal will endeavour to ensure that they possess a post secondary diploma or degree, where possible.