

## **NU-261 – BO2024**

Position:	<b>Emergency Uncertified Occasional Teachers</b>
Location:	<b>Various CDSBEO Locations</b>
Hours of work:	<b>Daily start and end times will be determined by the individual school bell times</b>
Salary:	<b>\$140/day</b>
Effective:	<b>Immediately</b>

### **Job Summary**

CDSBEO is currently seeking caring and compassionate **Emergency Uncertified Occasional Teachers** to fill in for the daily absences of OCT certified classroom teachers. Work to commence immediately. Emergency Uncertified Occasional Teachers are notified on the day of the vacancy if no CDSBEO OCT certified teacher is available.

Reporting to the Principal/Vice Principal, Emergency Uncertified Occasional Teachers will supervise and support students, always ensuring a safe and secure environment. These staff will assist in advancing the learning connected to curriculum expectations in the classroom, in the absence of a certified teacher.

For Candidates completing their Bachelor of Education or who are a certified teacher in another province, or internationally and awaiting certification by the OCT, this is an opportunity to apply their training and experience in the classroom.

### **Duties and Responsibilities**

- Be available on short notice to replace absent teachers on an emergency basis.
- Follow daily lesson plans as prepared by the classroom teacher and/or the Principal/Vice Principal including the creation and coordination of safe and enjoyable activities for students.
- Supervise students in the classroom ensuring a safe, secure, and engaging learning environment always.
- Promote positive attitudes towards and encourage enthusiasm for learning.
- Demonstrate effective problem-solving skills, patience, and flexibility.
- Cooperate with school staff regarding safety protocols, emergency plans and school procedures ensuring the health and safety of students.
- Be aware of specific student's medical/behaviour situations and keep such information strictly confidential.
- Manage minor student discipline issues and ensure more serious matters are referred to the Principal/Vice-Principal in a timely manner.
- Comply with the Board's policies and procedures.
- Follow Individual Education plans (IEP's) when appropriate to support student learning.
- Implement appropriate classroom management and supervisions techniques in alignment with the training provided by the Board.

### **Qualifications**

- Completion of Post-Secondary diploma or degree.
- Experience working/volunteering with children and/or adolescents preferably in an educational setting.
- Experience working/volunteering with children with differing needs and capabilities is considered an asset.
- Strong communication, judgement, and decision-making skills
- Ability to follow instructions and show initiative.
- Maintain strict confidentiality and privacy of student information.
- Creative, enthusiastic, patient, and responsible team player.
- As a condition of employment, the successful candidate must provide a Criminal Background Check (CBC) with Vulnerable Sector Screening current within three months of date of hire.

Send application and curriculum vitae:

e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)

**We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.**

**The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.**

**The CDSBEO acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.**

**Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach out prior to the posting closing date so that appropriate arrangements can be made.**