



**NORTHEASTERN CATHOLIC  
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ELEMENTARY AND SECONDARY  
QUALIFIED OCCASIONAL TEACHER

**INFORMATION GUIDE**

Revised June 2005

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**Serving the English Catholic schools in the communities of:  
Cobalt, Cochrane, Englehart, Iroquois Falls, Kapuskasing, Kirkland Lake, New Liskeard and Timmins**

*Northeastern Catholic District School Board*

**QUALIFIED OCCASIONAL TEACHER INFORMATION**

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## *Northeastern Catholic District School Board*

### QUALIFIED OCCASIONAL TEACHER INFORMATION

#### A) PURPOSE OF THIS INFORMATION GUIDE

This information package was designed to provide you with updated general information on casual occasional teaching. The process from one school year to the next remains virtually the same however, we ask you to please read the information carefully. Any questions or concerns regarding occasional teaching procedures, updates or postings can be answered by calling the Human Resources Department at (705) 268-7443.

#### B) HOW DO I APPLY TO BE AN OCCASIONAL TEACHER?

1. The **qualified** occasional teachers' list will be limited to those applicants who have completed the "Application for Qualified Occasional Teachers' List" and who have submitted their **original** Ontario College of Teachers Certificate of Qualification, current membership card, transcripts and degrees for certification.

The application form is valid for the current school year only. Occasional teachers **must notify the Human Resources Department every year by June 30th** of their intent to work as an occasional teacher.

All current year teacher graduates applying without proper documentation from the Ontario College of Teachers will have their names flagged until proof of registration is provided. The teachers who do not provide proof of College of Teachers membership within thirty (30) days of being placed on the list will be removed from the list.

2. In accordance with the Northeastern Catholic District School Board requirement, **all applicants** must include with their application a **criminal background check**. Proper forms must be completed by the applicable police service for your area.
3. Ontario Teaching Certificate, Ontario Teacher's Qualifications Records Cards and Certificate of Qualifications **are required on file only ONCE**. Revised forms of the Certificate of Qualification may be submitted to **the Human Resources Department** at any time.

#### C) HOW DO SCHOOL PRINCIPALS KNOW WHO IS AVAILABLE FOR OCCASIONAL TEACHING?

1. This list will be maintained on the Board's website.
2. The list will be made up of teachers who applied and meet the criteria identified.
3. Occasional teachers who are no longer available or who have a change of address or phone number must immediately notify the Human Resources Department, **in writing** so that the occasional list and payroll data can be updated on a regular basis.
4. Regular half-time teachers who want their name added to the occasional list should indicate on the application form when they are available to supply (i.e., mornings, afternoons).

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### **QUALIFIED OCCASIONAL TEACHER INFORMATION**

#### **D) WHAT ARE THE CRITERIA FOR BECOMING A GOOD OCCASIONAL TEACHER?**

A good occasional teacher is one who:

1. Is qualified/certified as defined by the Ontario College of Teachers, and
2. Sets occasional teaching as a priority. **Refusal of three assignments without valid reasons may be grounds for removing the occasional teacher's name from the occasional list.**
3. Takes responsibility for arriving on time. Occasional teachers should arrive at the school 30 minutes before class, i.e. 8:00 a.m.
4. Takes responsibility for learning the school's procedures and rules and conscientiously follows them.
5. Follows as carefully as possible, the instructions left by the permanent teacher. He/she provides feedback by way of written notes to the teacher, regarding student behaviour, work accomplished, and/or any problems encountered.
6. Readily accepts supervisory responsibilities as assigned in accordance with the collective agreement.
7. Participates readily in any special events in the school on that day.
8. Volunteers in the schools. i.e. assists with an after school activity, intramural activities, clubs, attend teacher in-service/PA days, etc. However, volunteering alone does not supersede criteria #1 to #7.

#### **E) HOW WOULD I BE CALLED?**

1. The qualified occasional teacher list is available to all the school principals. If you are placed on this list, you will be called by the School Principal. Every attempt is made to give occasional teachers advance notice of when their services will be required, however, you may only be called the night before or early on the morning you are required.
2. School Principals are to call qualified occasional teachers on a rotating basis. Calls will be determined by geographic area, grades and subject areas (i.e. french immersion, core french) you are qualified for or wish to be called for (as indicated by your qualifications).
3. There is no guarantee of being called, even if your name appears on the list.

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### **QUALIFIED OCCASIONAL TEACHER INFORMATION**

#### **F) HOW ABOUT MY JOB PERFORMANCE?**

Principals and vice-principals may evaluate occasional teachers who are called in to supply at their schools. This procedure may be followed after the completion of a long-term assignment as well. The principal and/or vice-principal will take a few moments before you enter the classroom to explain the assignment, rules and expectations, and notify you of the arrangements for evaluation at the end of your assignment, if necessary.

#### **G) WHAT DO I NEED TO KNOW ABOUT HEALTH & SAFETY?**

On your first day in a new school, become familiar with the safety plan, the school's first aid attendant and any unfamiliar procedures you would be asked to undertake. NOTE: Are there children with special health risk (i.e. epi-pen)? Determine procedures to follow.

##### **In case of fire**

- ▶ Sound the alarm
- ▶ Notify the office
- ▶ Call 911
- ▶ Know where the nearest exit is

##### **In case you are involved in an accident**

- ▶ Notify your principal or vice-principal immediately
- ▶ See the first aid attendant in the school, if first aid is required
- ▶ If you need additional medical aid please inform your principal
- ▶ Complete an accident report

##### **In case a student is involved in an accident**

- ▶ Notify the office immediately
- ▶ Do not attempt to move the student (depending on the incident)
- ▶ Call for the school's first aid attendant
- ▶ Above all, remain calm and ensure the safety of the remaining students

*Northeastern Catholic District School Board*

**QUALIFIED OCCASIONAL TEACHER INFORMATION**

**H) COMMITMENT TO CATHOLIC EDUCATION?**

The denominational Roman Catholic Separate Schools of Ontario exist, distinct from the secular public school system because of our religious goals. We believe, in a Christian environment, that students can discover the deepest meaning of life by developing an appreciation of the greatness and possibility of humanity as revealed in the person of Jesus Christ and the Christian way of life.

We trust that you have no conflict with our expectations for a Roman Catholic teacher and that you would feel comfortable working in our school system, knowing what our expectations are.

If, in the future, you found yourself in conflict with these expectations, we would expect you to seriously consider and assess, whether or not you should continue working in a denominational Roman Catholic school system.



**APPLICATION FOR QUALIFIED OCCASIONAL TEACHERS' LIST**

*Elementary & Secondary*

Qualified to teach in  
English Language Schools

Qualified to teach in  
French Immersion Schools

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

As a qualified teacher, please indicate your Ontario College of Teachers' registration number: \_\_\_\_\_

Have you previously taught for this Board?  YES  NO

If YES, as a  Regular Teacher  Retired Teacher  Occasional Teacher in the \_\_\_\_\_ school year.

Are there any restrictions to your availability to supply?  YES  NO

If yes, what are they? \_\_\_\_\_

Grades **qualified** to teach \_\_\_\_\_

Subjects **qualified** to teach \_\_\_\_\_

At which panel do you wish to supply teach  Elementary  Secondary

Geographic areas where you wish to supply teach  Timmins  
 Tri-Town  
 Kirkland Lake  
 Cochrane / Iroquois Falls  
 Kapuskasing

List **qualifications** for:

a) French Immersion \_\_\_\_\_

b) Core French \_\_\_\_\_

c) Special Education \_\_\_\_\_

If you have qualifications from a French-language faculty of education and wish to teach in the English-language program, please specify **appropriate qualifications** (eg. One course from an English faculty of education): \_\_\_\_\_

Are you interested in a long-term occasional position?  YES  NO

Are you interested in providing Home/Hospital Instruction?  YES  NO

I wish to apply to be an occasional teacher and I understand the procedures and conditions outlined in this information package, i.e. there is no guarantee that my name will appear on the list nor is there any guarantee that I will be called.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date