

# POLICY

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No. D.5

## CERTIFIED TEACHERS TEACHING ON CALL AND NON-CERTIFIED PERSONS ON CALL

*Adopted: 82-01-13  
Amended: 87-07-13  
Amended: 94-06-13  
Amended: 98-07-06  
Amended: 99-04-12  
Amended: 05-03-14  
Amended: 10-12-14  
Reviewed: 12-02-14  
Reviewed: 13-01-08  
Reviewed: 14-03-03  
Reviewed: 15-02-10  
Reviewed: 15-11-09  
Reviewed: 16-11-14  
Reviewed: 17-11-13*

### Policy

Certified teachers teaching on call shall be hired as needed and whenever possible to meet the needs of the District. In situations where a certified teacher teaching on call is unavailable, the District will employ non-certified persons on call to fill the need on a day by day basis.

# REGULATION

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### Regulation

#### 1. Hiring

Individuals wishing to apply for the position of certified teacher teaching on call can do so by submitting a completed application form, their resume including references, education and training, teacher certification, teaching reports and work history to the Superintendent of Schools/Secretary-Treasurer.

Selected candidates will be invited to an interview. The Superintendent of Schools/Secretary-Treasurer will appoint applicants as certified teachers teaching on call based on the outcome of the hiring process.

#### 2. Duties

A certified teacher teaching on call is expected to:

- a. report for duty thirty (30) minutes prior to school opening in the morning, if sufficient notice is provided;
- b. meet with the school Principal, or a teacher, to determine the teaching assignment and other educational service that will be required;
- c. provide appropriate instruction to students using the materials and lesson plans provided by the regular teacher or organize such materials and develop such plans in the case of a certified teacher teaching on call;
- d. strive to achieve appropriate behavior and conduct of students, in a manner that is consistent with school guidelines and learning expectations;
- e. provide such assistance as is necessary for the supervision of students on school premises or at other school events;
- f. provide the Principal with a written report, at the conclusion of the day, noting activities completed, including a summary of the progress made by students.

#### 3. Appraisal of the Performance of Certified Teachers Teaching on Call

- a. All appraisals of certified teachers teaching on call must be conducted in accordance with the fair labour practices and the process as outlined in the Collective Agreement. The same process will be used for uncertified persons on call.

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- b. The Principal of the school can make appraisal visits to observe the work of a certified teacher teaching on call.
- c. A teacher can request that the Principal complete a performance appraisal of a certified teacher teaching on call or an uncertified person on call, but prior to such a request, the certified teacher teaching on call will be notified by the teacher of the reasons for making such a request.
- d. The Principal will notify a certified teacher teaching on call or an uncertified person on call when his or her service is of concern and will meet with the individual to discuss the concern. The certified teacher teaching on call has the right to be accompanied by a representative of the Vancouver Island West Teachers' Union. The uncertified person on call may choose to be accompanied by an advocate.
- e. A certified teacher teaching on call can request that the Principal prepare a written report pertaining to the assessment of his or her performance.
- f. The rate of pay for uncertified persons on call shall be as determined by the Board.