

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

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

1. Hiring

Individuals wishing to apply for the position of TTOC or POC can do so by submitting a completed application form, their resume including references, education and training, teacher certification (if applicable), teaching reports (if applicable) and work history to the Superintendent/Secretary-Treasurer (or designate).

Selected candidates will be invited to an interview. The Superintendent/Secretary-Treasurer (or designate) will appoint applicants as TTOCs or POCs based on the outcome of the hiring process.

2. Duties

A TTOC or POC is expected to:

- a. report for duty a minimum of thirty (30) minutes prior to their scheduled teaching time if sufficient notice is provided;
- b. meet with the School Principal, or a designated 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 as required if a TTOC;
- 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 School 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 TTOCs

- a. All appraisals of TTOCs and POCs must be conducted in accordance with the fair labour practices and the process as outlined in the Collective Agreement.
- b. The School Principal of the school can make appraisal visits to observe the work of a TTOC or POC.
- c. A teacher can request that the School Principal complete a performance appraisal of a TTOC or POC, but prior to such a request, the TTOC or POC will be notified by the teacher of the reasons for making such a request.

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- d. The School Principal will notify a TTOC or POC when his/her service is of concern and will meet with the individual to discuss the concern. A TTOC has the right to be accompanied by a representative of the Vancouver Island West Teachers' Union. A POC may choose to be accompanied by an advocate.
 - e. A TTOC may request that the School 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 School District.

