

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 (or designate).

Selected candidates will be invited to an interview. The Superintendent (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.

-
- 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.

