

**CEMAP 400.06 HUMAN RESOURCES  
OCCASIONAL TEACHERS**

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**SECTION 1: PURPOSE**

- 1.1 This policy determines the terms and conditions of employment for Occasional Teachers at a CAF Overseas School.
- 1.2 Occasional Teachers are hired locally by school principals through the Regional Civilian Personnel Office (RCPO-E).

**SECTION 2: REFERENCES**

- 2.1 The following document are to be used as a reference :
  - a. Annex A: Monthly Occasional Teacher Report; and
  - b. Annex B: Volunteer Confidentiality Agreement.
- 2.2 The following terms are used within this document:

*Loan of Service Agreement (LOSA):* the agreement under which CAF Overseas Schools' teachers and administrators are hired;

*Occasional teacher (OT):* an individual hired to replace a classroom teacher on a short-term or temporary basis (i.e., 1 day) within a given school year. An occasional teacher is not under a Loan of Service Agreement; and

*Long-term occasional teacher (LTO):* an OT who is employed for a period of ten (10) days or more consecutive teaching days as a replacement for one LOSA teacher or for a specified position.

**SECTION 3: POLICY**

- 3.1 A Principal, under the authority of the DCEM, may hire occasional teachers (OT) to ensure proper delivery of school programs at CAF Overseas Schools.

- 3.2 As per Ontario Ministry of Education guidelines, only qualified teachers may supervise or cover classes in the case of a teacher absence.
- 3.3 Once an OT is hired, he/she will be placed on the school's OT list.
- 3.4 In situations where an OT is hired for more than 10 consecutive days, the principal shall inform the DCEM and provide pertinent information. The DCEM will approve the hire of an OT as an LTO after a period of 20 days.
- 3.5 In situations where an LTO position is created, the principal must obtain approval from the DCEM by providing pertinent information.
- 3.6 An OT may be engaged locally from the OT list under the following circumstances:
- a. To replace a LOSA teacher who is unable to perform his/her regular teaching duties for a period of 20 days or less. The OT position may be on a full-time (1.0 working day) or part-time (0.5 working day) basis during the school day;
  - b. To replace a LOSA teacher who will be absent for a period of 20 days or more, but less than one school year. The position may be on a full-time or part-time basis during the school day. Such positions are designated as LTO positions; and
  - c. Where a new school need is identified within the CAF Overseas School and for which no LOSA teacher had previously been assigned. The position may be on a full-time or part-time basis during the school day and it does not extend beyond the school year. Such positions are designated as LTO positions.

#### **SECTION 4: RESPONSIBILITY**

- 4.1 The Principal is responsible for:
- a. Maintaining a list of occasional teachers (OT list) for the CAF Overseas School;
  - b. Requesting that RCPO-E advertise occasional teaching positions in summer months prior to school starting (and throughout the year as required);
  - a. Updating the list as necessary throughout year and forwarding lists to DCEM as per CEMAP 200.02 Annual Reports at CAF Overseas Schools;
  - c. Reviewing candidate résumés/CVs and proof of certification (if applicable);

- d. Screening and interviewing all candidates for placement on the OT list; and
- e. Supervising OT performance.

4.2 The CEMO – E is responsible for:

- a. Assisting the Principal and RCPO-E through staffing process (as required);
- b. Participating in hiring board (as required);
- c. Ensuring the teacher has provided all information required to determine the pay category of the OT (as required);
- a. Informing potential candidates that proof of certification (i.e., education degree, education certificate) is to be forwarded to CEMO-E to establish pay category (1, 2, 3); and
- b. Completing an OT list (including pay category and a brief summary of their teaching area/speciality) prior to the commencement of the school year. List to be forwarded to CEM Financial Manager.

4.3 RCPO – E is responsible for:

- a. Publishing occasional teaching positions as requested by the Principal;
- b. Collecting candidate résumés/CVs and proof of certification, and forwarding the application packages to the Principal;
- c. Assisting the Principal and CEMO-E through staffing process (as required);
- d. Convening hiring board (as required); and
- e. Administering pay/benefits.

4.4 CEM Financial Manager is responsible for assigning a pay category and will assign the pay and inform CEMO-E and RCPO (E).

4.5 With regards to employment, the OT is responsible for:

- a. Providing a current police reference check as a condition of employment;
- b. Completing a confidentiality agreement (Annex B: Occasional Teacher Confidentiality Agreement); and
- c. Completing their time sheet with an accurate number of hours worked.

4.6 With regards to duties, the OT is responsible for Completing the duties of the teacher being replaced, including following day plans (where provided) and recess duties as follows:

- a. **Teach:** To teach diligently the classes or subjects within the teacher's timetable or as assigned by the principal, according to the instructions left by the teacher (where applicable);
- b. **Learning:** To promote student learning;
- c. **Communication:** To communicate with the teacher being replaced as well as with the Principal, as required, regarding student learning and well-being;
- d. **Student safety and well being:** To maintain a safe and caring environment in the classroom and the school, including proper order and discipline in the classroom and while on duty in the school and on the school ground; and
- e. **Collaboration:** To complete all duties assigned in a positive and professional manner.

## **SECTION 5: REPORTING**

5.1 For OT employment, the Principal will:

- a. Ensure that the number of authorized hours for teaching is not exceeded; and
- b. Provide a monthly report giving the number of hours worked by occasional teachers to CEMO-E (Annex A: Monthly Occasional Teacher Report).

5.2 CEM Financial Manager will ensure that the number of authorized hours for teaching is not exceeded.

5.3 For OT supervision, the Principal/CEMO(E) will:

- a. Ensure that job descriptions are followed as authorized;
- b. Monitor the OT's classroom and school performance and provide ongoing feedback; and
- c. Complete a year-end Performance Appraisal using the form provided by RCPO.