



OCCASIONAL TEACHER HANDBOOK

To be read in conjunction with this handbook:

OSAP: 200.10 series: Occasional Teachers

OSAP: 200.07.1: Day to Day School Management

OSAP: 200.07.1 Annex A: Day to Day Communication



**SHAPE
INTERNATIONAL
SCHOOL**



**ÉCOLE
INTERNATIONALE
SHAPE**

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SECTION 1.0 – OFFICE INFORMATION

AFNORTH Secondary	AFNORTH Elementary	SHAPE
Principal – 045-527-8204	Principal – 045-527-8200	Principal – 032-6544-5984
Secretary – 045-527-8201	Secretary – 045-527-8391	Secretary – 032-6544-5985
Dependent Education Support Centre – Europe		
DEMO-E – 049-2451-717164		DESC-E – 049-2451-717213

SECTION 2.0 – GENERAL INFORMATION

2.1 Definitions

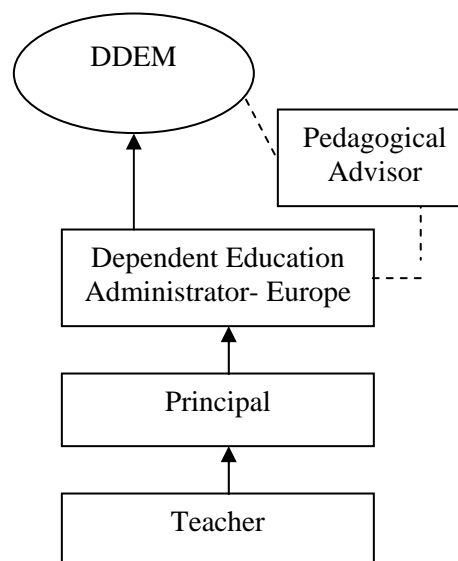
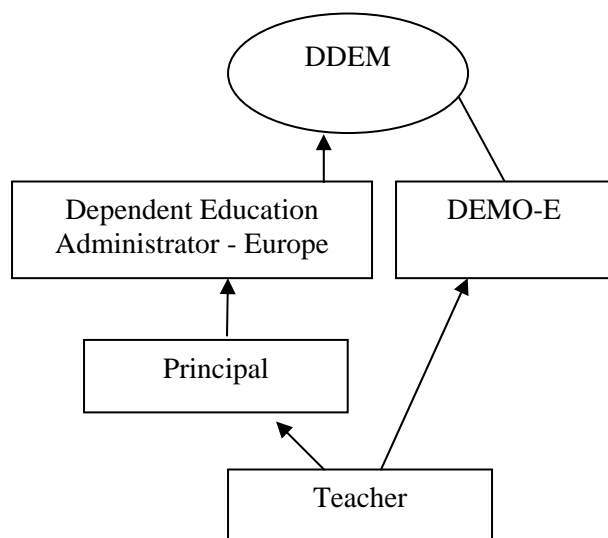
- (a) **Occasional Teacher** means a qualified teacher hired locally for a temporary period to replace a teacher on a Loan of Service Agreement that is less than a full school year and does not extend beyond the end of the school year. An occasional teacher is not under a Loan of Service Agreement.
- (b) **Casual Occasional Teacher** means a person whose employment is for a period that may be nineteen (19) or less uninterrupted days of teaching in the same position.
- (c) **Extended Occasional Teacher** means a person whose employment as a Casual Occasional teacher in one (1) position has continued for a continuous and uninterrupted period of twenty (20) or more instructional days.
- (d) **Salaries for Occasional Teachers** are to be charged to NDHQ Budget: Cost centre 2286AF, Fund C134, GL 04624, and the corresponding Internal order, see below. Such rates are subject to an annual review by DGCB/DEM.

2.2 Day-to-Day Communication:

- (a) Occasional Teachers should be familiar with [200.01.3 - Day to Day School Administration](#) and [200.01.2 Annex A Day to Day Communication Chain](#).

BUSINESS
School Administrative Matters

ACADEMIC/SCHOOL
School Curriculum Matters



2.3 Reporting to an Assignment

2.3.1 You are expected to begin your assignment fifteen minutes before the first session starts and continue until after the last session closes. Do not leave before all pupils have been dismissed, or until you are authorized to do so by the Principal. (This includes early dismissal days). This applies for half-day assignments as well as for full day assignments.

2.3.2 As you arrive at the school office, Occasional Teachers should check the following:

- (a) Indicate to the principal or the secretary the name of the teacher they are substituting for.
- (b) Complete necessary payroll forms as advised by the secretary.
- (c) Pick up:
 - (i) Staff list – names of teachers in school, subjects they teach, assigned room numbers.
 - (ii) Copy of timetable for teacher, this is usually with the teacher’s plan book.
 - (iii) Check to see what timetable day it is.
 - (iv) Copy of teacher’s plan book. This is usually in the teacher’s mailbox, on their desk or left in the general office. The plan book should contain class lists and seating plans.
 - (v) Supervision schedule – there is a copy in the general office that can be quickly checked for the name of the teacher you are replacing.
 - (vi) Classroom keys.
- (d) Proceed to the classroom to prepare for the day.
- (e) The Principal is the person responsible for your assignment while at that school.
- (f) Supervision: You may be required to provide supervision on your first day or subsequent days of an assignment.

2.4 At the Conclusion of an Assignment

- (a) When your assignment has been completed, report to the school office. Be sure to return keys and any other materials.

- (b) You should leave behind a summary or outline of the work covered during the assignment, a list of comments, which might prove helpful to the regular teacher, as well as the teacher's lesson plans and records.

2.5 The Items that Require Approval of the School Principal are:

- (a) Students are not allowed to leave school under any circumstances without authorization from the principal in charge.
- (b) Written or telephone communications with parents require authorization of the principal in charge.
- (c) Visitors to the school are not to interview students without authorization of the principal in charge.
- (d) Accidents involving any student in your care must be reported to the school office and an accident report form completed.
- (e) Any student who appears to be ill should be sent to the office accompanied, where appropriate, by one or two students.
- (f) Do not detain students after hours without authorization from the principal in charge.

2.6 Classroom Procedures to Follow are:

- (a) Please plan to arrive at your assigned room at least 15 minutes before the first session starts, well in advance of the students. This will allow you to become familiar with the room and to locate materials necessary to carry out the assignment successfully.
- (b) Introduce yourself to each new group of students you meet throughout the day.
- (c) Keep a record of daily attendance. Refer student transfers and withdrawals to the school office.
- (d) Follow lesson plans left by the regular teacher. If you are unable to do this, ask the administrator in charge to advise you as to the proper procedure.
- (e) Do not assign written work and leave it to be graded by the regular teacher, unless so indicated in the lesson plans. Any written work assigned by you, which is beyond the lesson planned by the regular teacher, should be graded and left for the teacher to examine.
- (f) Refer difficult discipline problems to the administrator in charge.
- (g) Familiarize yourself with the rules and regulations pertaining to fire drills in any building to which you are assigned. If instructions are not posted, check with a neighbouring teacher as to appropriate procedures.
- (h) If you are on duty in a classroom in which there are student teachers, allow the student teachers to proceed with their lesson assignments (you will not be responsible for rating them).
- (i) Information about the school, students, parents, teaching and support staff is confidential.

2.7 Supervision:

- (a) Occasional teachers generally have a responsibility to assume supervisory duties assigned to the classroom teacher. There is no expectation that students need to be under constant supervision: this is not reasonable. The teacher's duty is to guard against dangers that could reasonably be foreseen and not to keep students under supervision every moment.

2.8 Teacher Preparation for Assigned Tasks

- (a) Teachers should be trained and qualified to teach every activity in which they allow students to participate.
- (b) Teachers are expected to know the dangers inherent in each activity that they teach and to make appropriate safety precautions to prevent injury to students.
- (c) If teachers do not know the dangers of a particular activity, then the activity should be avoided rather than risking an accident.
- (d) Occasional teachers should be cautious about accepting a subject area for which they are not adequately trained or qualified.
- (e) Teachers in shops should not allow power equipment to be used unless they are trained in Industrial Education.

2.9 Occasional Teacher Confidentiality

2.9.1 Confidentiality

- (a) An occasional teacher operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community.
- (b) Conversations between parents, teachers and students in the school are confidential. Refrain from discussing these outside the school. Refer any concerns to the Teaching Team.

2.9.2 Communication

- (a) Parents of children you work with may consult you regarding their progress. Always direct parent concerns to the classroom teacher. It is the school's responsibility to inform parents when children are receiving tutorial assistance.
- (b) If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Teaching Team.
- (c) Voluntarism in the school must not be used as an opportunity for parent-teacher conferences. Teachers need recess and lunch breaks; arrange appointments for other times.

2.9.3 Dependability: The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

2.9.4 Respect for others

- (a) Volunteers deserve to be treated with respect by staff and students. If student behaviour/language is inappropriate and a request for change ignored, seek the assistance of a teacher or principal. Administering discipline at school is a teacher's responsibility.

- (b) While volunteering in school, respect your own child's independence. Children may feel restricted if additional attention is given by volunteering parents.

2.9.5 Responsibilities

- (a) The Teaching Team is accountable for facilitating, monitoring, evaluating and providing continuity for the success of the volunteer program.
- (b) Staff is committed to welcoming volunteers, informing them about their tasks, providing materials, encouraging their initiatives and celebrating their efforts.
- (c) Volunteers are committed to respecting school rules and procedures, performing assigned tasks to the best of their ability, working cooperatively with all staff and seeking clarification when necessary.

2.10 Occasional Teachers – Confidentiality Agreement:

- (a) Prior to being assigned as an occasional teacher in a DND Dependants School Overseas, the principal will review the Occasional Teachers Handbook with you and ask you to sign the Occasional teachers – Confidentiality Agreement which may be found at Annex A to this OSAP.

SECTION 3.0 – OTHER INFORMATION

3.1 Discipline

- (a) Just as the teacher is directly responsible for classroom discipline, the occasional teacher is responsible in the teacher's absence. Conduct the classroom just as you would if you were the teacher.
- (b) The principal has the ultimate responsibility for school discipline. This brings into question: What help can an occasional teacher expect from the Principal? You can expect both ADVICE and SUPPORT. If the students will not respond to your control, report this to the Principal's office before the situation gets out of hand. It is wise at the outset to ask the Principal or some other responsible staff member about any unusual circumstances or problems, which might cause trouble if you were not aware of them. If you find persistent problems of behaviour or discipline, report it to the Principal and ask for advice.

3.2 Have a Sense of Humour

- (a) Laugh with the class but don't waste time. Get on with the lesson. Remember at all times that you are a responsible adult. Most students will respond to directions given clearly and precisely in an amiable fashion. Your personality and sense of humour will go a long way in determining your success as a teacher or occasional. Students prefer a strong teacher rather than an easy one for whom they have no respect. Popular teachers are strong in discipline. They set standards for both work and behaviour and then insist upon students trying to achieve those standards.
- (b) You will find that it pays to accentuate the positive rather than the negative. Instead of ignoring a student, use recognition; praise rather than criticism; acceptance rather than rejection. If the teacher and the occasional can act in these ways, a climate of good human relations will develop in the classroom. It is within this climate that you can feel satisfied and successful with your efforts.
- (c) All teachers and occasional teachers should remember that discipline is important, but self-discipline is vital.

3.3 Declaration of rights and Responsibilities for Teachers

- (a) The general purpose of education is the full development of the potential of each individual. Society, of which teachers are a part, establishes the goals of education and the organizational framework within which formal education occurs.
- (b) In its broadest sense, teaching is a process, which facilitates learning. Formal teaching activities are based on the specialized application of the learning process adapted to meet the educational needs of the learner.
- (c) A teacher has professional knowledge and skill gained through formal preparation and experience. A teacher provides personal caring service to pupils by diagnosing their needs and by planning, selecting and using methods and evaluation procedures designed to promote learning.

3.4 Survival Kit:

- (a) In most cases there will be a lesson plan for the day. However, it is not always possible for adequate plans to have been made by the regular teacher ahead of time. In these instances, you will need to use individual ingenuity and resourcefulness to plan the day’s activities, or for fill-in-times. The development of your own teaching “survival kit” will serve you well during your career as a occasional. This kit should include activities you can involve the students in when your day doesn’t go according to plan.

SECTION 4.0 – RATES OF PAY

CLASSIFICATION	RATE OF PAY
Casual Occasional	
Certified teacher with degree <u>CATEGORY 1:</u> Teacher with education degree (i.e., B.Ed, M.Ed)	<p>Rate of Pay: see Annex A to OSAP 200.10.1 – Salary/Benefit Package for Occasional Teachers</p> <p>Note 1: Rates of pay for occasional teachers are calculated on a 6.5-hour teaching day.</p> <p>Note 2: Included in the daily rate and pro rated per hour rate is \$2.00 per diem (or \$0.31/hr) paid in lieu of benefits (sick leave + employer’s contribution to insurance) and 4% for vacation/holiday pay.</p>
Certified teacher without degree <u>CATEGORY 2:</u> Teacher with provincial teaching certificate	<p>Rate of Pay: see Annex A to OSAP 200.10.1 – Salary/Benefit Package for Occasional Teachers</p> <p>Note 1: Rates of pay for an occasional teacher is calculated on a 6.5-hour teaching day.</p> <p>Note 2: Included in the daily rate and pro rated per hour rate is \$2.00 per diem (or \$0.31/hr) paid in lieu of benefits (sick leave + employer’s contribution to insurances) and 4% for vacation/holiday pay.</p>

CLASSIFICATION	RATE OF PAY
<p><u>CATEGORY 3:</u></p> <p>When a qualified teacher (Category 1 or 2) is not available, an unqualified replacement may be used</p> <p>Note: Category 3 personnel are referred to as unqualified teacher replacements</p>	<p>Rate of Pay: see Annex A to OSAP 200.10.1 – Salary/Benefit Package for Occasional Teachers</p> <p>Note: Effective 1 August 2001 the maximum hours that may be worked per day: up to 6.5 hours per day.</p>
<p>Note 1: Included in the daily rate and pro rated per hour rate is \$2.00 per diem (or \$0.31/hr) paid in lieu of benefits (sick leave + employer’s contribution to insurance) and 4% for vacation/holiday pay.</p>	

Approval	Cost Centre	GL	Fund	Internal Order
DDEM	2286AF	4624	C134	Occasional Teachers: <ul style="list-style-type: none"> ▪ AFNORTH: GRC0000B3233 ▪ SHAPE: GRC0000B3240