

IMPORTANT

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**The
Right
Way.**

Your Day as a Teacher in an Occasional Position

1. Enjoy your day!
2. Be Punctual. Arrive at least 15 minutes before the morning bell as per the Education Act.
3. Ask questions if you do not know.
4. Check for indoor and outdoor duties.
5. Follow lesson plans outlined by the teacher, as closely as possible.
6. Leave the classroom in the condition in which you found it.
7. Identify work completed and work substituted.
8. Leave a note for the teacher regarding your day. All written comments need to be professional and factual in nature.
9. Thank all persons who assisted you during the day.
10. Leave the school at least 15 minutes after the end of the school day as per the TCDSB policy.
11. Check in at the office before you leave.

More About... Occasionals

A Qualified Occasional teacher is someone who: by reason of circumstance or by personal choice, is employed by the Board, as a Substitute Teacher (**not a SUPPLY**):

(a)Teacher shall mean a person who is a member of the Ontario College of Teachers.

(b)Occasional teacher means a teacher who is employed by the Board to teach as a substitute.

(c)Long term occasional teacher shall mean an occasional teacher who has been given an assignment lasting 14 or more days and who has received a letter of appointment.

BE WARY BE WISE

Be professional at all times.

Let that be your watchword.

Never put your hands on the students, because this could be easily misinterpreted.

Use correct language so that you may not be misquoted.

Commonsense must always prevail.

If you experience problems with a difficult class, seek Administrative assistance ASAP without delay.

Don't wait.

If there is an incident of any kind, which is disturbing to either you or the students, please inform the Administration (not the secretary or another teacher) about it.

If in doubt or you have any questions please call the TOTL-OECTA office at (416) 636-5644 or OECTA at (416) 925-2493.

ONTARIO ENGLISH
**Catholic
Teachers**
ASSOCIATION

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