

Section:	Human Resources
Policy:	4.08
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4.08 Teacher on Call Policy

1. Policy

Although Teachers on Call (TOC) are employed only intermittently, their role is an important one. Therefore, all policies that apply to regular teaching staff also apply to TOCs and they must be made aware of these applicable policies. This policy sets out policies that apply specifically to TOCs.

2. Implementation

- 2.1. The Principal shall keep a file of regular TOCs that contains all appropriate documentation.
- 2.2. TOCs are expected to implement the policies and uphold the standards of the school while performing the duties of the absent teacher. They may be assigned supervisory duties during the day by the Principal. They will be paid according to the existing guidelines. (See Financial Policies Appendix)
- 2.3. The Principal may assign TOCs other duties when the regular teacher's preparation periods appear on the timetable.
- 2.4. When a regular TOC is unavailable, the Principal may hire as a substitute any other Christian teacher who, in their opinion, has the necessary qualifications.
- 2.5. In an emergency the Principal may appoint a responsible adult to supervise a class.
- 2.6. Requests for TOCs should be made to the Principal prior to 6:45 a.m. Whenever possible, teachers are to leave lesson and seating plans for TOCs so that normal classroom instruction may continue.