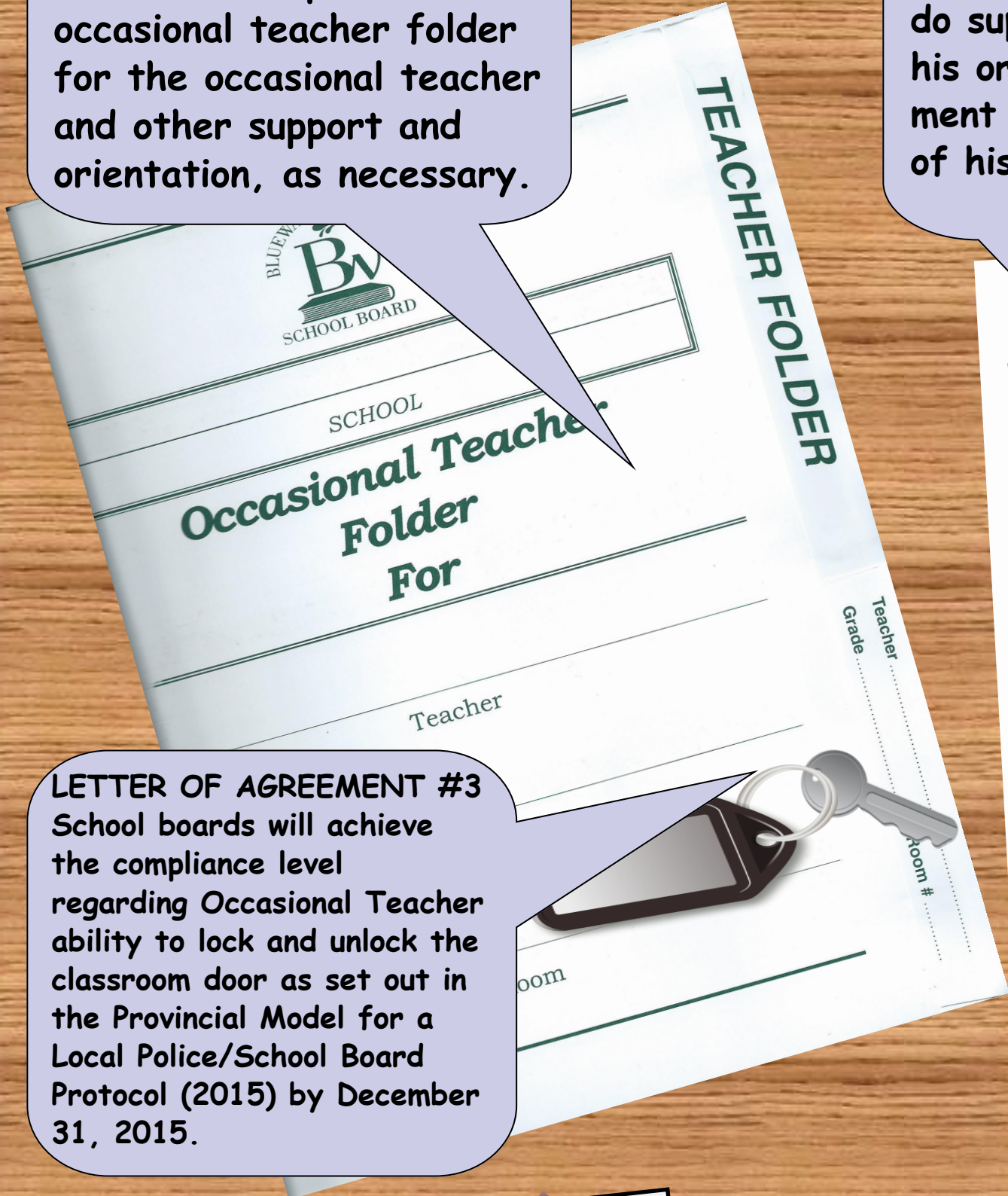


# 2014-2019 Bluewater OT Collective Agreement

14.01 The Board will endeavour to provide an occasional teacher folder for the occasional teacher and other support and orientation, as necessary.

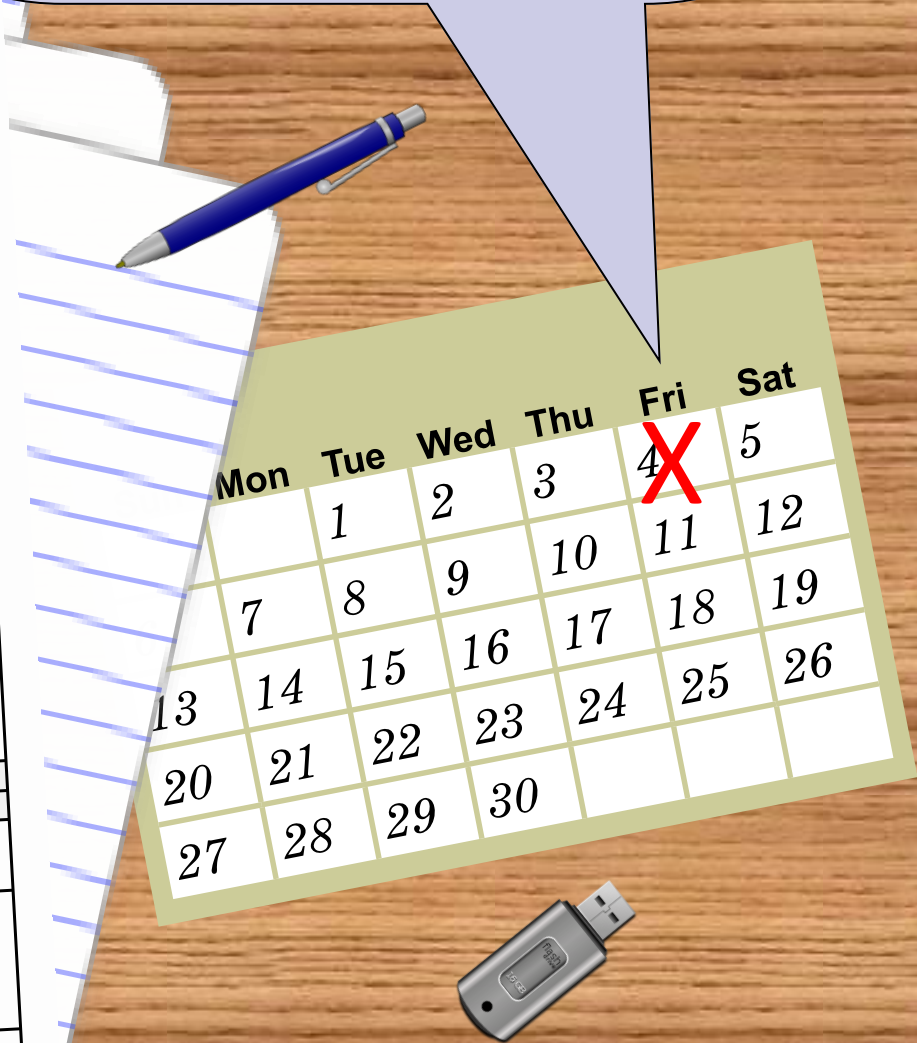


LETTER OF AGREEMENT #3 School boards will achieve the compliance level regarding Occasional Teacher ability to lock and unlock the classroom door as set out in the Provincial Model for a Local Police/School Board Protocol (2015) by December 31, 2015.

14.03 An Occasional Teacher shall not be expected to do supervisory duties before his or her teaching assignment begins on the first day of his or her assignment.

Time	Activity
8:45	Primary Yard Duty - Switched
9:00	Entry Bell: Students place mail bags in bucket, agendas on desks (check for notes), O' Canada, take attendance (paper copy from office), students choose daily five (pocket chart on side board)
9:20	Read Aloud: 'Happy Story' on card by chair Word Wall Words Quiz - hand out spelling booklets, dictate for grade one the, at, can, there, and, Grade two: shape, time, yell, well, back
9:40	Daily Five: Review what it looks like by referring to anchor chart. Then set timer on desk for fifteen minutes for 5 rotations Read to Self - Book bins Read to Someone - partners chosen on pocket chart Listen to Reading - listening center on Mac kids on computer Word Work - write words, play dough of Word Wall Words Work on Writing - journals, paper, envelopes by writing center 10:20 - Grade 3 reading buddies will join. They will continue helping students with their page to contribute to class book 10:55 Tidy up for break, take students down the hall to wash hands
11:00 - 11:20	1st Nutrition Break
11:20 - 11:40	Mosaic Take Attendance - Paper copy from office Calendar Activities - Star of the day puts it on, adds counter to days of school, add to weather graph Math Bins - Students can choose from red bins Water Practice: Fire Drill at 11:40, grab emergency folder on door and turn left out of classroom, be the last one out of the room and shut door
1:00 - 1:20	2nd Nutrition Break
1:20 - 1:40	Mosaic Art - see example of pastel tree with water colours. Students continue their picture, most will need water colours at back counter
1:40 -	Prep - Students are picked up by Planning Time Teacher for Physical Education Continue cutting out laminated cards, pack mail bags
2:30	Pick students up from Gymnasium Students complete classroom jobs located on door Hand out mail bags Students get ready for home
3:20	Dismissal Bell

12.03.01 An occasional teacher who has been placed on a prearranged work assignment and who arrives for work without having received prior notice of cancellation at least two hours prior to work, shall be paid one half (1/2) a day's pay.



14.02 The timetable for an occasional teacher shall be the same as the timetable of the teacher who is being replaced.



14.04 The board will endeavour to ensure the automated callout will include the names of the teacher(s) being replaced, the grade(s) to be taught, the assigned time including scheduled supervision, and any special information including communicable diseases as per Article 21.03



9.04.02 Examples of reasons for removing an occasional teacher's name from the Roster include:  
Failure to work a minimum of fifteen (15) assignments per year effective September 1, 2016. The Board must demonstrate that work has been offered.

- The following items should be included in an OT Folder:
- ⇒ Teacher's Name
  - ⇒ Teacher and classroom schedule including Grade and Subject Assignments
  - ⇒ Classroom location(s)
  - ⇒ Note that key to lock/unlock classroom is to be signed out at the office
  - ⇒ Plans for day (s) including school schedule
  - ⇒ Seating Plans (best practice with pictures)
  - ⇒ Attendance Procedures (including safe arrival, departure procedure as required)
  - ⇒ Supervision Duties
  - ⇒ Children with medical problems (including pictures or location of pictures)
  - ⇒ Children with behavior challenges (including pictures, location of pictures, Positive Behaviour Support Plan and/or Strategies for a Successful Day)
  - ⇒ Classroom Fire Plan
  - ⇒ School Lockdown Plan
  - ⇒ Class Routines
  - ⇒ Class Management
  - ⇒ Name of staff member (s) who may provide support as required