



Rationale

CISVA recognizes that from time to time contracted teachers are absent from school. When this occurs, a replacement must be hired to ensure that there is minimum disruption of student learning and adequate supervision in the classroom.

Policy

If a teacher is absent, a ‘Teacher on Call’ will be hired to replace the absent teacher. Schools are expected to hire the best substitute available.

Procedure

1. Teachers on Call are to be hired according to the following priorities:
 - a) BC certified Teachers (currently holding a valid Teacher Regulation Branch certification).
 - b) Non-BC certified teachers (includes teachers who have a teaching degree, but do not hold current certification status, e.g., retired teachers who have not kept up their certification, or out-of-province/international teachers who have never applied for or received BC certification).
 - c) University students registered in a recognized teacher education program.
 - d) Other appropriately responsible adults in a proctor/supervisory role.
2. All Teachers on Call must undergo a criminal record check. If the Teacher on Call is not certified by the TRB, the criminal record check is done by the Superintendent’s Office. The Principal will ensure that the Consent to a Criminal Record Check for Working with Children form is completed and sent to the Superintendent’s Office. This form is available on the CISVA website at www.cisva.bc.ca - Administrators Only: Download Area.
3. All non-certified Teachers on Call must be under the supervision of the Principal or his/her delegate.
4. Teachers on Call will be paid the daily rate until such time as they are hired on a contract basis. Should the duration of service required of the Teacher on Call exceed 20 consecutive days a Short-term Contract must be used.
5. The pay scale will be in accordance with the CISVA salary grid for Teachers on Call.

<i>Reference</i>	<i>Approved</i> Board of Directors
	<i>Date Approved</i>

Cross-reference
Policy 316 Teacher's Contracts

2 October 2007

Date(s) Revised

7 November 2007

28 November 2012

1 November 2016