

Occasional Teachers' Handbook



Information for Occasional Teachers

Revised Summer 2011

TABLE OF CONTENTS

A Message from the Director.....	4
Our Mission Statement and Safe School Foundation Statement	5
A Message from the Occasional Teaching Unions.....	6-7
Board Policies and Procedures Pertinent to Occasional Teachers.....	8-13

Employee Services Occasional Teacher Department Information

Directory and Staff Responsibilities	14-15
Important Telephone Numbers and Contacts	16-17
Accessing the Board's Secure Website from Home	18
Microsoft Outlook Webmail.....	19
AW – Academic Workspace (Teacher Guide)	20-21
Your Access to Work – SmartFindExpress (SFE).....	22
Frequently Asked Questions	23-26

Professional Information

Important Information.....	27
Responsibilities of the Occasional Teacher	28
Responsibilities of the Educational Assistants/ Early Childhood Educators (ECE).....	29
Defensive Teaching Strategies.....	30
Sabrina's Law – Protecting Anaphylactic Students.....	31-32
Classroom Management Strategies.....	33
Evaluation of Classroom Teaching.....	34
Professional Development	34-35
College of Teachers Information	36
WSIB Accident Reporting Information for Occasional Teachers	37-40

Operational Information

Long Term Occasional Teachers – Process	41-42
Documents Required to Establish Salary During An LTO.....	43-44
Pay and Benefits	45-46
Deductions	47
School Year Calendar	48

Appendix

A – SmartFindExpress (SFE) Quick Reference Card (Telephone)	49-50
B – SmartFindExpress (SFE) Quick Reference Card (Computer)	51-53
C – Profile Information – Viewing and Revisions.....	54
D – Letter of Intent	55
E – Notification of Change of Information.....	56
F – Leave of Absence Form.....	57

Prepared by Occasional Teachers' Handbook Committee:

Christine McGahey, Employee Services Officer, TDSB

Andrew Gold, Central Co-Ordinating Principal, TDSB

Sam Venneri, Administrator, Occasional Teaching, TDSB

Ximena Astudillo, Administrative Assistant, TDSB

Marion Mutton, President, ETFO - Toronto Occasional Teachers

Rob Fulford, 1st Vice President, ETFO – Toronto Occasional Teachers

Donna Chapman, 2nd Vice President, ETFO - Toronto Occasional Teachers

Linda Bartram, President, OSSTF, District 12 - OTBU - Toronto

Vince Zambrano, 1st Vice President, OSSTF, District 12 - OTBU - Toronto

Ann Burke, 2nd Vice President, OSSTF, District 12 –OTBU- Toronto

CHRIS SPENCE
Director of Education



Dear Occasional Teacher:

Welcome to the Toronto District School Board team! You now have the opportunity and responsibility as an Occasional Teacher to educate our students in TDSB classrooms.

You may have heard of our blueprint for the future – the Vision of Hope 3.0. We’re working hard to build a system of public education that is inclusive; not only for students, teachers, administration and support staff, but also parents and school communities. I encourage you to do everything you can to ensure each and every student you teach receives the support and encouragement they need to find success in the classroom. We are committed to making every school an effective school and you are an integral part of making this happen.

This handbook provides you with valuable information but never forget that the Principal and Superintendent of Education are there to support your efforts and this support will provide you with a sound foundation for your success in your role, and the success of your students.

Believe in your students. I do!

Best wishes for great success.

Chris Spence
Director of Education



Our Mission is to enable all our students to reach high levels of achievement and to acquire the knowledge, skills, and values to become responsible members of a democratic society

We Value:

- ✓ Each and every student
- ✓ A strong public education system
- ✓ A partnership of students, schools, family and community
- ✓ The uniqueness and diversity of our students and our community
- ✓ The commitment and skills of our staff
- ✓ Equity, innovation, accountability and accessibility
- ✓ Learning environments that are safe, nurturing, positive and respectful

Safe Schools Foundation Statement:

Part of the mission of the Toronto District School Board is to provide “learning environments that are safe, nurturing, positive and respectful”

- ✓ Learning environments must be peaceful and welcoming for all.
- ✓ They must be free of negative factors such as abuse, bullying, discrimination, intimidation, hateful words and deeds and physical violence in any form.
- ✓ They must also clearly demonstrate respect for human rights and social justice and promote the values needed to develop responsible members of a democratic society.
- ✓ To assist parents and guardians in ensuring their children’s safety, the Board requires each school to develop a Safe Arrival Program.
- ✓ Our Safe Schools Policy has clear expectations for all students, parents and staff, which will be communicated on a regular ongoing basis.
- ✓ Each school has a safe school committee responsible for developing a code of behaviour and a safe school plan.



Elementary Teachers' Federation of Ontario
Toronto Occasional Teachers
17 Fairmeadow Avenue, Suite #209
Toronto, Ontario M2P 1W6
Phone: (416) 227-1866
Fax: (416) 227-1868
www.etfo-torots.org

Dear Elementary Occasional Teacher Colleague:

I would like to welcome you as a new member. As an elementary teacher, you are a member of ETFO, the Elementary Teachers Federation of Ontario. As an elementary Occasional Teacher working for the TDSB you are a member of **ETFO – Toronto Occasional Teachers' Local**. We are the union local that represents you every day you work as an elementary Occasional Teacher. When you go to work, you are working under the protection of a Collective Agreement. **Please take the time to read your copy so you will be familiar with your rights and obligations.**

As a new member to our Local, you will receive a mailed invitation to join us for a New Members Welcome and Information Meeting. Please send us your non-TDSB email address so we can connect with you. To learn more about your Union Local visit our website at www.etfo-torots.org.

Our office is located at 17 Fairmeadow Avenue, in the Yonge and York Mills area. Many of our Professional Development workshops are held here. Further contact information is located at the top corner of this page. If you have questions or concerns, please call or email me directly at marionmutton@ica.net.

The Dispatch, our Local's newsletter, is mailed to your home four times annually. Included will be information on meetings, contract negotiations, member advisories, professional development workshops and social events. We strongly encourage you to read *The Dispatch* so you will stay current on the issues most important to Occasional Teachers. *The Dispatch* is also accessible through our website.

Our Local holds three general meetings - in November, February and May. I look forward to meeting you in person and welcoming you as a new member.

I hope you find occasional teaching to be a positive and rewarding career and that you will take the opportunity to participate in your Local's activities, stay informed and network with other Occasional Teachers.

Yours in Federation,

Marion

Marion Mutton
President

Occasional Teachers' Bargaining Unit, District 12

O.S.S.T.F.

95 Thorncliffe Park Drive, Suite 1708, Toronto, ON, M4H 1L7 Phone: 416-423-3600 Fax: 416-423-5934
Email: otbud12@sympatico.ca Website: www.otbud12.com

Dear Secondary Occasional Teacher Colleague,

I would like to take this opportunity to welcome you as a new member of the Occasional Teachers' Bargaining Unit (OTBU) of District 12. As well as being a member of our local bargaining unit, you are also a member of the Ontario Secondary School Teachers' Federation (OSSTF), an education workers' union with a proud history of over ninety years of working on behalf of its members and of public education in Ontario.

It is part of our responsibility as your representatives to help maintain and defend the **Collective Agreement** under which you will be working. **The OTBU is the only organization which can represent you.** You have been provided with a copy of the Collective Agreement. I encourage you to become familiar with this document so that you are aware of your rights and responsibilities as an Occasional Teacher in TDSB Schools.

As you teach in the coming year, you will quickly discover that you are part of a union with a richly diverse membership. I encourage each of you to participate in the union through our meetings, workshops and committees to learn and benefit from the strengths and expertise of your brothers and sisters in the union.

We will be communicating with you throughout the year in a series of newsletters which will inform you of upcoming meetings, professional development opportunities and socials. We also maintain a website- www.otbud12.com - which provides up-to-date information about the things you may need to know as an OTBU member.

You may also want to visit the provincial OSSTF website: www.osstf.on.ca to get information about Ontario-wide OSSTF activities, issues, publications and initiatives.

If you have any questions about professional or work related issues, please call us at **416-423-3600**. If no one is available to speak with you, please leave a message and a member of the Executive will return your call as soon as possible. You can also email us at otbud12@sympatico.ca.

On behalf of the OTBU Executive and membership, I would like to welcome you to our ranks, and wish you a successful and rewarding year.

Yours in Federation,

Linda Bartram
President, OTBU, OSSTF District 12



TORONTO DISTRICT SCHOOL BOARD POLICIES AND PROCEDURES

The policies and procedures listed below may be most pertinent to Occasional Teachers. Please note that these policies and procedures are updated from time to time. Full policy and procedure statements can be found on the TDSB website www.tdsb.on.ca, select Staff and then proceed to log in.

All Board employees are required to operate within TDSB policy.

▪ **Code of Conduct, P.044 SCH:**

The mission of the Toronto District School Board (the Board) is to provide “*learning environments that are safe, nurturing, positive and respectful.*” This mission is affirmed in TDSB policies, including the Safe Schools Policy. The purpose of the TDSB Code of Conduct is to further promote the mission of the TDSB and to provide a framework for individual schools to develop local, school-based codes of conduct or to modify existing codes of behaviour. The TDSB Code of Conduct is to be read in conjunction with the Safe Schools policy and all related TDSB policies.

▪ **Safe Schools, P.051 SCH:**

The Board will ensure that school officials and staff respond appropriately, without delay and in a consistent fashion when violent incidents threaten the safety and security of our schools and the well-being of our students, staff and larger community.

Procedures:

- Consequences of Inappropriate Student Behaviour PR.697 SCH
- Students With Special Needs: Management Process for Risk Injuries Behaviours PR.699
- Threats to School Safety PR.695
- School Code of Conduct PR.585

▪ **Progressive Discipline and Promoting Positive Student Behaviour, P.064:**

To establish a framework to build, support and maintain a positive school climate that focuses on progressive discipline and promotes positive student behaviour. *Progressive discipline* is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that shifts the focus from one that is solely punitive to a focus that is both corrective and supportive. Progressive discipline is a process designed to create the expectation that the degree of discipline will be in proportion to the severity of the behaviour leading to the discipline and that the previous disciplinary history of the student and all other relevant factors will be taken into account. Progressive discipline must take into account the needs of individual students by showing sensitivity to diversity, to cultural needs and to special education needs. In addition progressive discipline must be in keeping with Ministry of Education and Board policies on antiracism, ethno cultural equity and antidiscrimination education.

▪ **Bullying Prevention, P.065:**

To establish a framework to enable, support and maintain a positive school climate. *Bullying* – is typically a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (e.g. name calling, mocking, or making sexist, racist or homophobic comments), or social (e.g. excluding others from a group, spreading gossip, or rumours). It may also occur through the use of technology (e.g. spreading rumours, images, or hurtful comments through the use of e-mail, cellphones, text messaging, Internet Web site, or other technology).

▪ **Dealing With Abuse and Neglect of Students, P.045 SCH:**

The Board shall have zero tolerance in all of its learning environments for physical, sexual and emotional abuse and/or neglect of students.

Procedure:

- Operational Procedure PR.560 SCH

▪ **Gender-based Violence, P.071:**

To establish the Board’s commitment to eliminating gender-based violence in its schools. *Gender-based violence* is any aggressive action that threatens safety, causes physical, social or emotional harm and denigrates a person because of his or her gender identity, perceived gender, sexual identity, biological sex or sexual behaviour. Gender-based violence includes, but is not limited to the following:

- Sexual assault (perpetrator aged 12 years and over)
- Inappropriate, problematic and intrusive sexual behaviour (perpetrator under age 12 years)
- Sexual exploitation (perpetrator an adult employee/victim a student)
- Sexual misconduct
- Sexual harassment
- Sexist discrimination
- Domestic violence
- Emotional abuse
- Psychological abuse
- Forced prostitution
- Homophobia
- Transphobia
- Harmful gender-based social practices, e.g. female genital mutilation

Gender-based violence operates on a societal imbalance of power and control based on social constructions of sexual identity, sexual orientation, gender, perceived gender and sexual behaviour. This imbalance may manifest in multiple forms as aggressive and discriminatory behaviours and expressions of hatred.

Procedure:

- Sexual Misconduct by Students PR.608

▪ **Transportation of Students, P.020 TRA:**

The Board is committed to the provision of safe and reliable transportation for resident students in accordance with the provisions of the Education Act and the administrative procedure section of this policy. The only means of transportation for eligible students is by school bus, the provision of TTC tickets or by taxi.

Procedure:

- Transportation of Students PR.504 TRA
- TTC Tickets PR.668 TRA

▪ **Employment Equity, P.029 EMP:**

The Board is committed to the development, implementation and maintenance of employment and promotion policies, practices and procedures that result in and sustain a workforce that, at all levels, reflects, understands and responds to a diverse population.

▪ **Equity Foundation, P.037 CUR:**

The Board is committed to ensuring that fairness, equity, and inclusion are essential principles of our school system and are integrated into all our policies, programs, operations, and practices.

▪ **Human Rights P.031 EMP:**

The Board is committed to meeting its obligation under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing safe schools and workplaces that respect the rights of every individual. Every student, employee, trustee, parent and community member has the right to learn and work in an environment free of discrimination and harassment. Discrimination and harassment based on legislated prohibited grounds will not be tolerated.

▪ **Workplace Harassment P.034 EMP:**

This policy is intended to provide a greater awareness of and responsiveness to the damaging effects of harassment.

Harassment is often but not always persistent, ongoing conduct or communication in any form of attitudes, beliefs or actions towards an individual or group which might reasonably be known to be unwelcome. A single act or expression can constitute harassment, for example, if it is a serious violation or it is from a person in authority. Harassment may be either subtle or blunt.

Harassment is not the normal exercise of supervisory responsibilities, including training, directions, instruction, counselling and discipline.

The workplace is any place where employees, students and other users perform work or work-related duties or functions.

The Workplace Harassment Policy applies to all Board students, employees, trustees and other users such as members of consultative committees, clients of the Board, parents, volunteers, permit holders, contractors, and employees of other organizations not related to the Board but who nevertheless work on or are invited onto Board premises. This Policy also covers harassment by such persons, which are proven to have repercussions that adversely affect the Board's learning/working environment.

▪ **Occupational Health and Safety P.048 EMP:**

Senior management shall actively model and promote efforts that lead to a safe and healthy environment. Supervisory officers, principals, managers and all other supervisory staff are accountable for implementing applicable Board safety programs, for complying with the Ontario Occupational Health and Safety Act, and for ensuring that workplaces under their direct control are kept in a healthy and safe condition.

Employees shall actively participate in meeting the Board's commitment through cooperation and shared responsibility as required by the Ontario Occupational Health and Safety Act and through the safety programs of the Board. Employees have a common responsibility for their own health and safety and that of others and are required to adhere to safe work practices and to report to their supervisor any unsafe or unhealthy conditions or practices. Reference pages [37-40](#) (procedure to report injury)

▪ **Workplace Violence Prevention P.072:**

To establish the Board's commitment to providing a work environment that is safe and free of workplace violence as defined by the Occupational Health & Safety Act.

▪ **Respectful Learning and Working Environment P.073:**

To provide a learning and working environment in which all individuals treat each other with respect, dignity and learn to work in an environment that is free from all objectionable conduct including violence, harassment, bullying/intimidation and discrimination.

▪ **Accessibility Standards for Customer Service P.069:**

To implement accessibility standards for customer service in accordance with O. Reg. 429/07, Accessibility Standards for customer Service, that will provide services to students, parents/guardians, the public and staff that are free of barriers and biases.

Procedure:

- Use of Service Animals by the General Public PR.604
- Use of Support Persons by the General Public PR.605
- Use of Assistive Devices by the General Public PR.606

▪ **Police Reference Checks SR23:**

The Ontario government released *Regulation 322/03* which states that school boards must collect a police reference check on all existing and new Employees, and on service providers who come into direct contact with students on a regular basis. Once a record check has been collected under this Regulation, school boards are required to collect, on an annual basis, "Offence Declarations" (a form to update a person's information on file by declaring any new criminal code convictions). The intent of the legislation is to ensure that schools and classrooms are safe places for students.

▪ **Attendance During Severe Weather Conditions PR.660 EMP:**

All employees will be expected to remain on duty until the end of the regular leaving time unless other directions are issued by the Director's Office. If weather conditions are determined by the Director to be so severe that they warrant an earlier dismissal for staff, the Manager/Principal will permit employees to leave, at the time specified in the Director's announcement, with no loss of pay to the employee.

Procedure:

- system-wide closures of all facilities (1.1)
- expectations for employees if the schools remain open (2.1)
- recording absences when schools are open (2.2)

▪ **Severe Weather: School Procedure PR.519 COM:**

Occasionally, situations of severe weather conditions may require the Board to cancel transportation and /or close schools.

Procedure:

- outdoor activities
- decision to cancel transportation and close schools (3.1)
- procedures before the beginning of the day (3.2)
- transportation cancellation before the beginning of the school day (3.3)
- school closure during the school day (3.4)
- dismissal of staff (3.5)
- decision for advancing transportation schedule (3.6)
- summary of responsibilities (3.7)

▪ **Employee Conflict of Interest P.057:**

To establish the parameters for employee conduct regarding possible conflict of interest situations. *Conflict of Interest* encompasses situations in which the personal or private interests of an employee (or the employee's family or close business associates) conflict with the interests of the Board or when there is a reasonable basis for the perception of such conflict. (See Operational Procedure PR.673 BUS: Conflict of Interest examples.)

Procedure:

- Employee Conflict of Interest PR.673

▪ **Excursions P.033:**

To establish the Board's commitment to and a basis for the full and equitable inclusion of all students in safe, curriculum-based excursions

Procedure:

- Excursions PR.511
- Bus Bookings for Field Trips PR.535

▪ **Homework Foundation P.036:**

To establish the Board's belief that homework is an engaging and relevant learning activity. To establish the Board's commitment to the assignment of homework in a purposefully planned manner that is directly connected to a student's school program and learning expectations of the Ontario Curriculum

▪ **Safe Arrival for Elementary Schools P.050:**

To provide a process to ensure the safe arrival of elementary students

Procedure:

- Safe Arrival for Elementary Students PR.521

Procedures Related to the Assessment and Evaluation of Students

- **Plagiarism Detection Services PR.590:**

To provide a process for ensuring compliance with the Municipal Freedom of Information and Protection of Privacy Act when confirming the originality of work assignments submitted by students using a plagiarism detection service

- **Academic Honesty PR.613:**

To provide direction to staff and students on the issues of academic honesty, including cheating and plagiarism

- **Evaluation of Late and Missed Assignments PR.614:**

To provide direction to staff and students for the evaluation of late and missed assignments

- **Protocol for Assigning a Lower Limit Below 50 Percent for Reporting on Student Achievement Forms PR.615:**

The students' actual marks earned may be recorded on the report card. There is an expectation that teachers will use their professional judgment in the selection of strategies to encourage students to submit assignments in a timely fashion. Please refer to the procedures for Late and Missed Assignments and for Academic Honesty for the process to be followed.

EMPLOYEE SERVICES - OCCASIONAL TEACHING OFFICE DIRECTORY AND STAFF RESPONSIBILITIES

Employee Services Location:

**5050 Yonge Street, 2nd Floor
Toronto, Ontario M2N 5N8**

David Moore, Central Co-ordinating Principal

{david.moore@tdsb.on.ca}.....416-397-3580

Responsible for Occasional Teacher contract negotiations, maintenance and implementation of Collective Agreements for Elementary and Secondary Occasional Teachers

Christine McGahey, Officer Employee Services - Occasional Teachers

{christine.mcgahey@tdsb.on.ca}.....416-397-3736

Responsible for management of Automated Dispatch System (SmartFindExpress) and administration of collective agreements for Elementary and Secondary Occasional Teachers

Sam Venneri, Administrator-Occasional Teaching

{sam.venneri@tdsb.on.ca}.....416-397-3252

Responsible for management of LTO and Occasional Teaching Records and assists in all administration functions pertain to the Occasional Teaching Department.

Occasional Teacher Documentation:

Theresa Raine {theresa.raine@tdsb.on.ca}.....416-397-3249

Records Assistant for Occasional Teachers with the last name (A – K)

Melanie Seegulam {melanie.seegulam@tdsb.on.ca}.....416-397-3007

Records Assistant for Occasional Teachers with the last name (L - Z)

Help Desk Automated Dispatch System (SmartFindExpress):

Lila Angelevsi and Daniela Lopez provide assistance to users of the system and are responsible for maintaining the database of the Board's automated Occasional Teacher dispatch system

Contact by Phone:

Hours of operation: Monday to Thursday 7:30 a.m. – 7:00 p.m.....416-338-4747

Friday 7:30 a.m. – 4:30 p.m. (option 2)

Contact by Email:

Please use our dispatch teaching email address:

dispatchteaching@tdsb.on.ca

- E-mail after hours
- Request access to Occasional Teacher personnel file
- Update profiles
- Address changes
- Requests for a leave of absence

Mailing address / Fax number:

Employee Services – Occasional Teaching
5050 Yonge Street 2nd Floor, Toronto, Ontario M2N 5N8
Fax: (416)397-3484

*** Emails sent from TDSB accounts will ensure a quicker response**

****NOTE: HELP DESK PERSONNEL DO NOT DISPATCH OCCASIONAL TEACHERS**

IMPORTANT TELEPHONE NUMBERS AND CONTACTS

E.T.F.O – Toronto Occasional Teachers:

ETFO Office Telephone.....	416-227-1866
Website.....	www.etfo-torots.org
Fax.....	416-227-1868
Marion Mutton, President.....	marionmutton@ica.net
Provincial Office Telephone.....	416-962-3836
Provincial Website.....	www.etfo.on.ca

O.S.S.T.F. District 12 Toronto Occasional Teachers' Bargaining Unit:

OTBU Office Telephone.....	416-423-3600
Email Address.....	otbud12@sympatico.ca
Website.....	www.otbud12.com
Fax.....	416-423-5934
Linda Bartram, President.....	416-423-3600
Provincial Office Telephone.....	416-751-8300
Provincial Website.....	www.osstf.on.ca

<u>Ontario College of Teachers</u>	416-961-8800
OCT Website.....	www.oct.ca

<u>Ontario Teachers' Pension Plan Board</u>	416-226-2700
OTPP Website.....	www.otpp.com

Evaluation /Rating Statements:

Elementary Certification

Qualification Evaluation Council of Ontario (QECO).....	416-323-1969
QECO Website.....	www.qeco.on.ca

Secondary Certification

OSSTF Certification Department.....	416-751-8300
Toll Free.....	1-800-267-7277
OSSTF Certification Department Website.....	www.osstf.on.ca

Toronto District School Board:

Internet Site.....	www.tdsb.on.ca
Intranet Site.....	www.tdsb.on.ca , STAFF, login
Enterprise Help Desk (help with Password).....	416-393-4357 (option 5)
General Switch Board.....	416-397-3000

Supervisor: Kathy Meighan.....416-395-9233
Administrator: Gran Thrasher.....416-395-9654
Fax.....416-395-2398

Payroll Inquiries (main reception).....416-395-9642

Payroll Clerks:

Olinda D’Costa (last names beginning with A,D).....416-395-9652
Cassandra Singh (last names beginning with B, Z).....416-395-9646
Kathy Nanos (last names beginning with C,J,X,Y).....416-395-9643
Imtithal Moubarak (last names beginning with E,R,T).....416-395-9645
Dianne Kruger (last names beginning with F,G).....416-395-9653
Nadine Ali (last names beginning with H, I, Q, U, V).....416-395-8532
Nijole Mockevicius (last names beginning with K, L, W).....416-395-9699
Mary Maclean (last names beginning with M).....416-395-9655
Terrence Joseph (last names beginning with N,O,P).....416-395-9800
Kay Davey (last names beginning with S).....416-395-9649

Benefits Inquiries (main reception).....416-395-9642

Benefits Clerks:

Denise Dwyer (last names beginning with A, D, M-R).....416-397-3207
Cheryl Goldman (last names beginning with C, E-I, K, L).....416-397-3207
Karen Swatogor (last names beginning with B, J, S-Z).....416-397-3652

Accessing the Board's Secure Website from Home

The TDSB web is the TDSB intranet (internal website) that provides employees with 24 hour access from work or any off-site computer with internet access. This secure environment allows employees to access tools and resources needed to perform their duties as well as access to professional growth resources, employee services forms, employee benefit information, job postings and much more.

To Register on the TDSB Website for the First Time:

- In the address line of your internet browser, type www.tdsb.on.ca, select Staff along the top menu and then proceed to log in.
- When the screen opens, it will ask you for your username and your password
- For username, type in your employee number preceded by enough zeros to make a six digit number (i.e. if your employee number, as found on your pay stub, is 1234, enter 001234 as your username)
- For your initial (secret) password, enter the eight digit number as follows: the last four digits of your social insurance number plus the two digit number representing the day you were born, plus the two digit number representing the month in which you were born (i.e. if your social insurance number is 123 456 789 and you were born on May 19th, your initial (secret) password would be 67891905)
- Click on **Sign In**
- You will be asked to change your password
- Change the initial password to a password with eight characters (numbers and/or letters) **AND KEEP THIS PASSWORD IN A SAFE PLACE**
- Please note that to maintain security, this password will expire every 42 days
- To maintain constant access, be sure you always change your password sometime within 42 days
- If you require assistance accessing this site, please contact the Enterprise Service Help Desk at 416-395-4357 (HELP) and press option 5

Once registered you will also have access to:

- **Connected Teacher** - your single source to Long Term Occasional postings, SmartFindExpress, practical classroom content, professional growth resources, and interactive communication with colleagues
- **Key to Learn** - the Board's access to credit courses, community programs, and staff development opportunities
- **Academic Workspace (AW)** – <http://zweblms/keytoLearnStaff/AW/index.htm> - AW brings together (in one location), an email system, SharePoint, OCS (Office Communication Services), IVR (Interactive Voice Response), information from Trillium, private storage space, shared workspaces and other web based applications in the future.

The TDSB email system: Microsoft Outlook Webmail

All TDSB employees have been provided with an **Outlook** email address for board communication purposes. All **Outlook** accounts have the same format for email addresses. It is your full first name, period, and then your surname @tdsb.on.ca

For example Wayne Gretzky would be Wayne.Gretzky@tdsb.on.ca

To access your account you are required to log in to the TDSB intranet website.

1. This can be done by typing the following into the address line of the web browser on your computer: **mytdsb.on.ca**
2. Next, it will ask you for your **Employee #** (preceded by enough zeros to make a six-digit number) and your secret eight-digit **Password**.
3. After completing this, click on **Login**, then click **Webmail**. This will take you directly to your TDSB **Outlook** email account.

AW – ACADEMIC WORKSPACE (TEACHER GUIDE)

The AW Teacher Guide is located in the AW Support Site:: (<http://zweblms/keytoLearnStaff/AW/index.htm>)

Instructor Led Training:

From TDSBweb use the services drop down list to connect to **Key to Learn**

Select **SINGLE SIGN ON**.

1. Click on **Advanced** –located right under **Courses/Registration**
2. In the box labeled **Enter Course Keywords:** Type **AW**
3. Click the **Search** button
4. List of available courses will be displayed.

Key to Learn Tutorials

On the Key to Learn homepage, check out our **Tutorials** which provide you with online video demonstrations on How to Register for a Course, Launch an Online Course, Cancel a Course, and How to Use the Advanced Search function.

Other Collaborative Tools:

MySite

MySite is a secure, personal website where you can store documents, pictures, or anything electronic that you want to share with anyone across the TDSB, or just your colleagues. Think of it as a TDSB equivalent to other social networking sites on the internet, where you control who sees what. There are two aspects to this site: a **restricted view** of your resources and a **public view**, where you can share materials with others within the TDSB network. Students can have their own MySite. These sites can be activated by their school's administration.



Office Communications Services (OCS)

OCS gives you the ability to communicate and collaborate with others in different locations using instant messaging, voice or video calls, and desktop sharing. You can also use Live Meeting to edit files and collaborate on whiteboards with one or more colleagues. It also allows you to deliver presentations or to host a guest speaker for your staff or in your classroom. OCS provides presence indicators in AW and MySite.

Learn more about these tools online, by visiting the **AW Support site**, or, register on **Key To Learn** for an AW or OCS instructor led workshop.

Visit the AW Support Website:

<http://tdsbweb/AW>

Here you will find:

1. What can AW do for me?
2. AW Training
 - ▶ Role based instructor led training sessions to meet your school's needs
3. AW Support Site -Tutorials to help you with AW
 - ▶ Connect to AW
 - ▶ Create class and meta class sites
 - ▶ Create, mark and return student assignments
 - ▶ Use OCS instant messaging and video conferencing
4. AW Discussion Forum
 - ▶ Share ideas with other users via AW Forum
5. FAQs - Frequently Asked Questions

Important Reminders:

Logging Off Your Workstation:

When you are finished using the computer, it is important to log off the network. This is for security purposes so that others cannot access *your* AW, *your* e-mail or any of *your* other documents.

Everyone should always log in with their own employee number or student number and password. **Never share your password with anyone** or allow others, including students, to use your computer with your log in.

NOTE: Do not turn off the computer. Only Log off and turn your monitor off. This is important because it allows the computer to be updated automatically. This adheres to the current ICT policies and practices outlined in Project Standby.



Connecting from school:

From your desktop: Open the folder with your school's name and double click on the AW icon.


or <http://aw.tdsb.on.ca>

Connecting from home:

Staff: <http://mytdsb.on.ca>

Once logged on you can select AW from the resulting screen

Students: www.tdsb.on.ca

Click on **"STUDENTS"**
–found **on the top bar under the TDSB logo**
Then click on the **"Student Login"** link
(found on the right side) 

Enterprise Help Desk

Your "One Stop Shop" for IT Technical Services

Phone: **416-395-HELP (4357)** Option 5

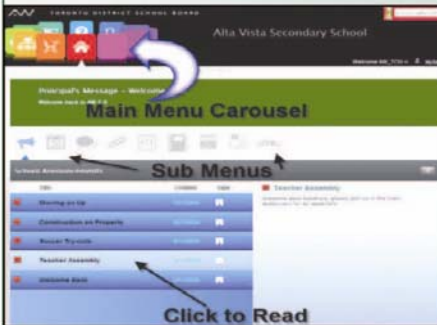
Email: enterprise.helpdesk@tdsb.on.ca

Webpage: <http://myehd>

What is AW?

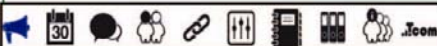
Academic Workspace is a website that allows collaboration between students, teachers and school staff. It brings together a number of programs you use everyday – including email, instant messaging, file storage, shared workspaces and secure electronic assignment workflow – into one, convenient location.

AW extends the classroom into the home environment and beyond.



The School Site is your AW Home Page

Upon entering AW, your main menu is the group of rotating tiles found on the carousel which appears at the top left of the screen.



An icon driven submenu (shown above) displays additional functions within AW. To see the function of each icon you need to hover over them. Once a submenu icon is selected it will appear in blue.

Students will not see icons or menu items for functions that they don't have access to.

The Carousel Icons:



Home is the landing page when you first log into AW. Here you will find the Principal's message, school announcements, school calendar, school chat, school links, school resource bookings and school document resources.



My Classes displays your daily schedule. Select a day in the calendar to see what classes you are teaching. For students, when they select a day in the calendar, it displays their timetable for that day. If an AW website exists for the course the user can click on the class link. If no AW class exists, the teacher can create one from here with 2 mouse clicks.



My Sites displays all of the sites that you can access in AW. If the list is long it can be filtered to display according to your needs.



My Drive displays your current H (home) drive. Your home drive is where you should normally save the work you do when on TDSB network. **This view is read only.** You can open files from here but you cannot save files here. If you need to save files back and forth between home and school use your "My Site", personal document area.



Mail will take you to Outlook Web mail (OWA) You can also access your Webmail from TDSBweb, by using the Services drop down menu. From home, log onto MyTDSB.on.ca then click the Outlook Icon.



Library takes you to your school's library site.



Help brings you to a site where you can find help for AW. This site contains step by step instructions and short videos on the usage of AW and its many functions.



Search allows you to search for items stored in AW including "My Sites".

My Classes / My Sites:

These sites contain web parts that can be customized by the teacher to suit their needs. The default template has: a teacher announcement area (just for your class), a calendar that displays the student assignments, class roster, assignment creation and marking area, class discussion and chat area, a place for links and resources, and an area to create sub sites—blogs, wikis and workspaces.

Wiki

A Wiki can be thought of as a combination of a Web site and a Word document. At its simplest, it can be read just like any other web site, but its real power lies in the fact that groups can collaboratively work on the content of the site using nothing but a standard web browser. The Wiki is an ideal tool for increasing collaborative work by both students and teachers. Students can use it to collaborate on a group report, compile data or share the results of their research, while faculty might use the wiki to collaboratively author the structure and curriculum of a course.

Blog

A blog is a website where regular entries on an ongoing basis can be written. Entries can be commentary, news, descriptions of events, graphics or video. Blogs come in all shapes and sizes. New information shows up at the top. Visitors can read what's new and/or they can comment or email. This is a great tool for online student journals.

Project Workspace

A project workspace is a website that allows the owner to add and customize many different areas within the workspace. This includes Announcements, Discussions, Document and Picture Libraries, Calendars, Contacts, Agendas, Links, Task Lists, and more. The owner can also customize the permission levels for different groups of people accessing the various parts of the site.

SmartFindExpress (SFE)

YOUR ACCESS TO WORK

Introduction

SFE (automated dispatch system) matches teacher's absences with available Occasional Teachers. Each teacher absence is assigned a job number which is directly linked to payroll, which allows the Board to pay the Occasional Teacher. **It is important for the Occasional Teacher to record every job number.**

SFE gives you the following options by telephone access ([see pages 49 - 50 for more details](#)):

- Review or cancel assignments
- Hear available jobs
- Change your call back number
- Review or modify temporary do no call time
- Review or modify unavailability dates
- Review or modify daily availability
- Change your PIN or re-record your name

SFE gives you the following options by web access ([see pages 51 to 53 for more details](#)):

- Update your schedule
- Review your classifications and locations
- Update your unavailable dates
- Review available jobs
- Review your past or future assignments
- Change password
- Change email

SFE monitors and records all user activity.

Registration

First time users must register by **phone** in order to be activated. In order to register you must have your TDSB Employee Number available. In order for the system to call you for work, you must ensure you submit your profile as soon as possible.

*Refer to the quick reference cards for complete details for both telephone and web access (see Appendix A and Appendix B)

Frequently Asked Questions

1. What is the importance of a job number?

You need a job number in order to be paid. The job number links the teacher to payroll and creates a work record which can be referenced for future clarification. It is important that you record the job number and always carry the job number with you.

2. What happens if I need to review my job after the start time of the job?

Once the job has started – i.e. 8:30 a.m., you can only review your job on the SFE website, not on the phone.

3. Why do I receive calls for which I am not qualified?

You may receive calls for subjects/grades you did not specify on your profile for the following reasons:

- You may be on a school's priority list and they wish to have you for any job in their school.
- SFE will search for a subject/grade qualified occasional teacher and if no subject/grade qualified occasional teacher is available you could be the next occasional teacher called. The decision whether or not you take these jobs is yours.

4. What happens if I have to cancel an assignment on the day of the assignment?

If you must cancel on the day of the job, **you have a responsibility to notify the school at the time you cancel in SFE.** If no one answers your call to the school, leave a message on their answering machine. The later you cancel, the harder it is for SFE to find a replacement. It is your choice to cancel any job but it is important to remember that doing so at the last minute is very disruptive to the school day.

What happens if I arrive at the school and I am told the assignment has been cancelled for that day?

Situations may arise where a school has cancelled a job at the last minute. When the Occasional Teacher arrives at the school, the Occasional Teacher will be assigned to an appropriate job that is within his/her profile. It is very important that you have your job number available in this situation.

5. What happens when SFE calls me for a job and I already have a job booked for the same day?

SFE has not made a mistake, you will be called about your job cancellation. The new job offer is an indication that the job you previously accepted has been cancelled.

6. What happens if I already have a job for tomorrow and the school I'm at today asks me to stay?

Sometimes a situation may arise where a job may be extended. When a job is extended it may conflict with a previously accepted job. It is recommended for continuity of the student's program, that the Occasional Teacher remains in the current job if possible.

In order for the current job to be extended, the occasional teacher **must cancel** their previously accepted job as soon as possible.

7. What should I do if I receive a late call?

The Board has an obligation to make every effort to have a fully qualified teacher in every classroom. The Dispatch System will continue to call for an occasional teacher even when the students have already entered the class. However, if you are considering accepting a late call, you should be ready to fly out the door as soon as you hang up the phone. You should always consider distance and travel time. If you live in Pickering and the job is in Etobicoke, leave that job for someone who lives closer.

8. What time should I arrive at the school?

You should arrive no later than the time specified on the job description.

9. What are my responsibilities as an Occasional Teacher at the end of the day?

Please refer to the section in this handbook on the **Responsibilities of the Occasional Teacher**. (see page 28)

10. How do I find out where a school is located?

- Access TDSB website at www.tdsb.on.ca
- Look for the icon along the top of the page that says “Find Your School”, and click on the icon
- You will then be taken to a page that will give you options on how you would like to search for the school (by Map, Address or School Name)
- Click “Search by School name”
- Start typing the name of the school in the text field, or click on the letter that corresponds with the first letter of the school where you have accepted the job
- Once you click on the school name that you are looking for, you will be taken to a new page that will give you the exact address and school information – as well as a map that you can view to see the exact intersection

If you are unsure of the directions to the school – you can visit some great online resources listed below for direction

- <http://www.mapquest.com>
- <http://maps.google.com>

Please do not call the Dispatch Help Desk for directions to school locations.

11. Can I turn down assignments?

Yes, however, in the morning if you decline five (5) jobs the system will stop calling you with job offers for that day. There are no restrictions during the evening call out. The TDSB counts on occasional teachers in maintaining the continuity and excellence of the learning process.

12. What happens if I (or an answering machine) hang up the phone without entering my Access ID and PIN number?

The result of the call from SFE will be a “no answer”. During the morning call out, five (5) “no answers” will disqualify you from receiving further calls for jobs for that day.

13. What will I hear when I call SFE?

You will hear an introduction “Welcome to the Toronto District School Board Dispatch System” asking you to “please enter your access ID followed by the * key” and then “please enter your PIN followed by the * key”. You then follow the voice prompts and choose options by pressing the keys on your phone (must be a touch-tone phone).

14. In What sequence are the jobs called out?

Specifically requested by school

School’s preferred lists by subject/grade

School’s priority list (not by subject/grade)

Occasional Teacher’s preferred schools/zones by qualified subject

Occasional Teacher’s preferred schools/zones by willing to teach subject

Occasional Teacher’s preferred schools/zones regardless of subject

15. Will I be able to hear future jobs that are available for me to accept?

Yes, after 12 noon each day you will hear jobs for which you have been specifically requested. If you are the next person in the queue, you will hear jobs for which you are listed on priority lists and any other open jobs where you are next in the queue and for which you are qualified in the schools or zones you have indicated. Once SFE has exhausted the qualified pool, you will also hear jobs outside your area of qualification.

16. Will I be able to view future jobs for me to accept on the web?

Yes, after 12 noon each day you will view jobs for which you have been specifically requested. If you are the next person in the queue, you will be able to view jobs for which you are listed on priority lists/preferred lists, and any other open job for which you are qualified in the schools or zones you have indicated.

17. What happens when I am listening to a job and I get a message “this job is being offered”?

If you hear this message it is because SFE is in the process of offering the job to another Occasional Teacher. This is the message that you would hear in this circumstance.

18. Can I listen to what is available before making a choice?

Yes, you may be presented with up to five (5) jobs per call-in. As you listen to each job, you can have it repeated. You can accept the job, decline the job or ask to hear another job. **Bear in mind that as you move on during that call, the job can be accepted by another Occasional Teacher and may disappear from your choices. If the job truly doesn’t interest you, decline it.**

19. What happens when I am searching for jobs on the web and I see a job with a message “In Call Out” mode?

You are only able to view the job but not accept if the job is in “call out” mode. The message on the screen will say “This job is currently being offered to a substitute. You may retry later.” You can accept or decline a job only when “Details” is displayed on the screen.

20. Can schools request me?

Yes, schools can specifically request you by one of two methods:

- They may personally contact you to be pre-booked. Once this is done the school should immediately enter the job in SFE to provide you with a job number; **or**
- The school may enter the job into SFE and specify you as the requested Occasional Teacher. When you receive a call for a job under this circumstance, **either accept or decline the job immediately.**

21. What happens if a school specifically requests me, or places me on their priority list, but I have not indicated on my profile that I am willing to teach at the school or in that zone?

Special requests and priority lists take precedence. You will be called for that school. If you do not want to be called for that school, you should call the school and ask them to take you off their priority list.

22. What happens when I accept an LTO and also have future occasional teaching jobs?

You need to cancel all occasional teaching jobs that you accepted prior to getting your LTO.

23. What happens when I have accepted an LTO assignment and I am still receiving calls for work from SFE?

- The school should be placing you in a job until your LTO assignment is processed in order to ensure that you are paid in a timely fashion as the Occasional Teacher.
- Once your LTO appointment has been processed the school will be notified.
- You should then check with the school about blocking yourself on SFE from receiving phone calls for daily occasional assignments.

24. How do I block myself for a certain day of the week?

Refer to [Quick Reference Card \(QRC\)](#), option number 6

25. What do I do if I do not want to work for an extended period of time?

If you are planning to be unavailable for more than a two (2) week period, you need to complete a Miscellaneous Leave From (See [Appendix F](#)), also available on the TDSB Occasional Teachers website. You need to block yourself on SFE and make the following choice: “Do you wish to be called for future jobs?”

- ✓ If yes, SFE will continue to call you for jobs beyond your unavailable period
- ✓ If you are planning to be out of the country, make sure you click that you do not want to be called for future jobs – otherwise your voice mail may fill up with SFE messages.

IMPORTANT INFORMATION

- If you know that you will not be available to work on a particular day, please block yourself on SFE. The system will not waste time calling you for jobs, but can call other users who are Occasional Teachers to work.
- Simply turning off your cell phone **DOES NOT** make you unavailable. The system will continue to call your cell number, instead of phoning other Occasional Teachers. You must modify your unavailability on the system in the following way:
 - Call in before the call-out period. Enter your information and choose option 4 to review or modify a "do not call time". This can be set for up to 5 hours from the time you make this call.
 - If you forget to change your unavailability prior to the beginning of the call-out and the system calls you, press 2 to set a temporary "do not call time". This can be set for up to 5 hours from the time you receive this call.
- Always ensure that your call back number is correct. To change your call back number refer to the [Quick Reference Card \(QRC\)](#), option number 3.
- Calling the system during the evening and morning call out times should be limited to a few minutes only. Do not tie up the phone lines for long periods of time as this prevents school administrators and teachers calling in to report absences. As well, while you are tying up a phone line, you could miss an important job offer. The best time to call the system is after 4:15 p.m. and before the evening call out, or anytime after the evening call out and before the morning call out time. You may also call in after 12:00 noon to hear future jobs.
- Be very careful when you are reviewing your jobs. Follow the prompts carefully so that you do not cancel your job in error.
- Always press option 9 when you are exiting the dispatch system.
- You should review your future bookings regularly to confirm that pre-booked jobs are still in SFE.

Responsibilities of the Occasional Teacher

In your position as an Occasional Teacher, your appearance and demeanour should present a positive role model to students. You are responsible for the safety and education of the students in your care. Upon arrival to a school, it is important that you ask for and familiarize yourself with:

- School's Code of Conduct
- School's Emergency Procedures (fire drills, evacuation, lock down, emergency number)
- School Intercom System and/or Internal Phone System

You are to assume the duties of the teacher you are replacing by:

- Arriving at the school no later than the time specified on the job
- Reporting to the main office upon arrival at the school
- Gaining access to your classroom and supplies
- Checking for lesson plans in the main office or in the classroom
- Providing appropriate work when no lesson plans have been left. Seek advice from the main office
- Maintaining the security of the classroom by locking unattended classrooms if keys are available
- Providing supervision for the students in your care at all times; **DO NOT LEAVE STUDENTS UNATTENDED (in hallways, classrooms etc)**
- Taking attendance of students in accordance with the school's procedures
- Following the lesson plans, attempting to cover the work set out by the teacher
- Remaining in the school for the entire instructional day
- Leaving a note for the absent classroom teacher summarizing the work you were able to cover and reporting on student behaviour
- Inquiring about the school's needs for the following day and returning keys, if applicable, before leaving school
- Reporting student or staff accidents/injuries to the office immediately and/or ensuring that any necessary reports are completed – **REFER TO WSIB ON PAGES [37-40](#)**
- For staff injuries refer to [WSIB on pages 38-40](#)
- **Report student behaviour or incidents of concern to the office prior to your departure. Inquire in the main office about appropriate school and/or Board forms to report such incident.**

Responsibilities of the Educational Assistants/ Early Childhood Educators (ECE)

Educational Assistants are hired by the Board to assist the Teacher in the classroom, especially in situations where there are students with special needs. The Education Assistants perform valuable support roles for the students and the Teacher in the school.

According to the Education Act, both the Teacher including the Occasional Teacher and the Education Assistant, have the responsibility in the classroom. Both the Teacher, including the Occasional Teacher and the Educational Assistant, report directly to the Administration.

Co-operation between an Occasional Teacher and an Educational Assistant fosters a situation where each can contribute appropriate expertise and skills, making for the most successful outcome possible for students in the classroom.

A number of schools have now implemented the full-day kindergarten program. Classrooms that are part of this program will have an Early Childhood Educator (ECE) assigned to them.

Co-operation between an Occasional Teacher and an Early Childhood Educator fosters a situation where each can contribute appropriate expertise and skills, making for the most successful outcome possible for students in the classroom.

Defensive Teaching Strategies

- ✓ Keep the classroom door open if possible. Don't cover the window in the door.
- ✓ Never be alone with a student. If you must speak to a student after class, keep it short and professional. Stay in view of the hall. Stand by the door. Have another teacher nearby.
- ✓ Maintain your "personal space". Don't let students crowd around you or your desk.
- ✓ Do not spend time with students outside of your professional responsibilities. Participate only in school board endorsed activities with students.
- ✓ Maintain professional communication and relationships with students, parents and colleagues. Think carefully about what you say, write, post electronically. Your words and gestures can be misinterpreted and held against you.
- ✓ Do not share phone numbers, email addresses or personal websites with students.
- ✓ Do not befriend students on any social medial websites.
- ✓ Know the Board policies and procedures. Harassment, Equity etc. This includes transportation – do not take students in your car.
- ✓ Be extremely cautious of touch. Parents, students and staff are all suspicious of strangers, and OT's are the "strangers" in the school.
- ✓ Call for assistance from the office before a situation gets out of control. Explain that you are concerned that the situation seems to be escalating and that you are being proactive in heading off problems.
- ✓ Document anything that happens during the day which seems even slightly out of the ordinary. Keep your notations to the facts and write down the essential W's - who, what, when, where and that other W – witnesses. Keep a copy of your notes.
- ✓ Be familiar with the school's code of conduct and procedures in dealing with particular situations.
- ✓ Raising your voice is not an effective classroom management strategy.

Make these defensive strategies part of your daily routine.



Sabrina's Law – Protecting Anaphylactic Students

What is Sabrina's Law?

Bill 3 – Sabrina's Law is named after Sabrina Shannon, a 13 year-old from Pembroke with a dairy allergy, who died in 2003 from an anaphylactic reaction after eating french fries which may have been contaminated with dairy.

On January 1, 2006, legislation was enacted to protect anaphylactic students in a school setting.

What is Anaphylaxis?

Anaphylaxis (anna-fill-axis) is a serious allergic reaction that can be life-threatening. Anaphylactic reactions occur when the body's sensitized immune system overreacts in response to the presence of a particular allergen. Anaphylaxis affects multiple body systems, including skin, upper and lower respiratory, gastrointestinal, and cardiovascular.

What causes an anaphylactic reaction?

Food is the most common cause of anaphylaxis, but insect stings, medicine, latex, immunotherapy, or exercise can also cause a reaction. Ninety percent of serious food allergic reactions are caused by:

Peanuts	Soy
Shellfish	Egg
Tree nuts	Wheat
Milk	Sesame
Fish	Sulphites (food additives)

What is Epinephrine?

Epinephrine – also known as adrenaline is the first line medication that should be used in the emergency management of a person having a potentially life-threatening allergic reaction. It is recommended that it be given at the start of any suspected anaphylactic reaction.

Sabrina's Law – Protecting Anaphylactic Students Continued

What schools are doing

- Schools have identified students with life-threatening allergies and individual plans for each anaphylactic student in consultation with the parent/guardian are in place for all school activities.
- Staff with regular contact with an anaphylactic student have been trained and are aware of the locations of epinephrine auto-injectors (Epi Pens).
- Posters are displayed in relevant/visible locations in the school.

Special considerations for elementary students

- Eating periods should be supervised by a trained adult.
- No “sharing” means no giving or taking food.
- Self administration (age appropriate) of epinephrine – adults should always be prepared to respond.
- Proper hand washing before and after eating.

Special considerations for secondary students

- These are considered “high risk” years.
- Teens may act impulsively, take risks, and not want to stand out or be different.

Common law (‘good Samaritan’) protects people when they provide emergency first aid in a reasonable and acceptable manner. Give epinephrine and call 911 is the medically recommended response.

What can you do?

Be informed. When you arrive at a school, ask if there are any anaphylactic students in the classes you are covering, and if so, what is the emergency response plan at the school.

Please refer to Procedure PR.607 - Diabetes Management for information on the management of diabetes in schools.

Classroom Management

Occasional Teachers are expected to manage a classroom in accordance with the duties of a Teacher as outlined in the Education Act and Regulations, and Toronto District School Board Policies and Procedures.

Good Classroom Management Includes:

- Greeting students as they enter the classroom
- Placing yourself where you can see and be seen until the class has settled down (the first few minutes of an assignment are crucial in setting the tone for the day)
- Using the attendance procedure to establish a rapport with the class
- Using appropriate proximity and eye contact strategies
- Presenting a positive attitude including respect for students
- Delegating simple tasks to students
- Getting students' attention quickly, then waiting for them to listen actively to you before giving instructions
- Limit movement of students, as appropriate, to complete the assignment while they are working – this is where the re-teaching occurs for students who need more help
- Approaching students and situations in a problem-solving manner and positive tone of voice to avoid escalating a confrontational situation
- Ensuring students are kept busy with constructive work related to their studies
- Involving students in the lesson by encouraging active participation
- Calling the school administration (Principal or Vice-Principal) before a difficult situation escalates into a crisis
- Calling the office if referring a student to the office for discipline, describing the problem and advising the office that a student is on the way - Inquire about any school and/or Board forms required in such situations

DO NOT LEAVE STUDENTS UNATTENDED!!!

If you are unable to contact the office and require immediate assistance, send a student(s) to the office or to the nearest classroom

Evaluation of Classroom Teaching

The Principal or Vice-Principal may observe and assess you. Evaluations will be done in accordance with the appropriate Collective Agreement. The purpose of evaluation is to provide an Occasional Teacher with meaningful professional guidance.

Separate processes have been established both for Elementary Occasional Teachers and Secondary Occasional Teachers. Evaluation forms are available through the TDSB web at www.tdsb.on.ca.

- click on Staff
- Log in
- click on Employee Services
- click on Forms
- click on Occasional Teaching

Professional Development

The Toronto District School Board, the College of Teachers and the Teachers' Federations encourage Teachers to continue their professional development through a variety of opportunities, including additional qualification courses and Federation workshops. In addition, Occasional Teachers are encouraged to participate in other professional development opportunities available to TDSB employees through the TDSB website www.tdsb.on.ca.

- Staff
- Log in
- Key to Learn
- Virtual Centre for Leadership

Occasional Teachers are encouraged to maintain a portfolio documenting their on-going professional development.

Since curricula are constantly being revised and developed, it is critical that Occasional Teachers remain current. Curriculum documents can be accessed on the Ministry of Education's website: www.edu.gov.on.ca

All Occasional Teachers are encouraged to visit the ETFO website – [On Line Conference – Survive and Thrive for beginning teachers](#).

Please contact your bargaining unit for further information.

Throughout the year [OSSTF](#) and [ETFO](#) offer workshops and professional development opportunities for their members.

ETFO:

Toronto Occasional Teachers' Local offers its members many Professional Development opportunities throughout the school year.

- A PD Flyer is included with each quarterly newsletter
- ETFO website- Conferences, Workshops and Courses
- Summer Institutes – excellent programs offered throughout Ontario during the summer months
- The Toronto Occasional Teachers Local includes a PD flyer listing the workshops being offered with each quarterly newsletter
- ETFO offers Additional Qualification Courses that are developed by teachers for teachers and are accredited by the Ontario College of Teachers. Options include Face-to-face, Online or Blended courses. Go to <http://etfo-aq.ca/> for more information
- ETFO Summer Institutes are excellent programs offered throughout Ontario during the summer months
- ETFO has created a website just for Occasional Teachers at www.etfo-ot.net. The site is divided into three main sections:
 - Advice for Occasional Teachers
 - Instructional Supports
 - Curriculum Resources

All occasional teachers are encouraged to visit the OTF website - On Line Conference- Survive and Thrive for beginning teachers.

Please contact your bargaining unit for further information.

College of Teachers Information

Qualified Teachers must be members of the Ontario College of Teachers, in good standing, in order to maintain a position on the Occasional Teachers' List.

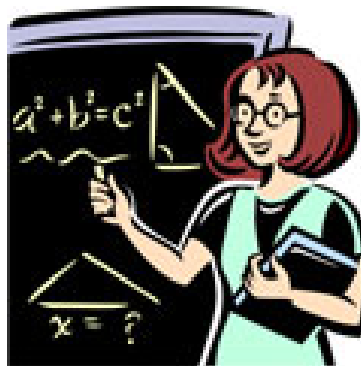
Occasional Teachers working for the Board are responsible for remitting their annual fees directly to the Ontario College of Teachers no later than April 15 of each year. Fees cover the period from January 1 to December 31. The College usually mails a reminder to you.

RECENTLY RETIRED PERMANENT CONTRACT TEACHERS SHOULD NOTE THAT THEY MAY NOT RECEIVE THIS REMINDER THEIR FIRST YEAR OF OCCASIONAL TEACHING.

ALL OCCASIONAL TEACHERS (DAILY AND LONG TERM) SHOULD NOTE THAT THEIR ANNUAL FEES ARE NOT DEDUCTED FROM THEIR PAY. THEY MUST REMIT THEIR FEES DIRECTLY TO ONTARIO COLLEGE OF TEACHERS.

If you have not received a fee notice by February 15 of each year, call the College of Teachers at 416-961-8800. It is also possible to pay your annual fees by:

- Going on-line to www.oct.ca
- In person or by mail to 101 Bloor Street West, Toronto ON M5S 0A1



WSIB ACCIDENT REPORTING INFORMATION FOR OCCASIONAL TEACHERS

HOW TO CONTACT THE EMPLOYEE HEALTH & WELFARE OFFICE: (EH&WO)

The Employee Health and Welfare Office is responsible for managing **all** WSIB (Workplace Safety and Insurance Board) claims for the TDSB. All claims must be processed through this office. By law, you must report any workplace accident to your employer within 6 months of the injury date. **Your employer (the EH&WO) must report the accident to the WSIB within 3 days of receiving notification of the injury.**

Contact List

EH&WO Phone Number: (416) 397-3325

EH&WO Fax Number: (416) 393-8533

TDSB INTRANET SITE

(For Employee's Report of Accident)

<http://tdsbweb/>

- select "Benefits"
- select "Employee's Report of Accident/Injury"
- OR
- select "Health & Safety"
- select 'Forms'
- select "Employee's Report of Accident/Injury"
- Print

This form is to be completed by the injured employee as soon as possible after the accident & immediately faxed to the E H & W Office.

Workplace Safety & Insurance Board

General Number: (416) 344-1000

Returning to Work

Note: If you are a member of a Federation/Union, you are entitled to have a Federation/Union Representative accompany you to any meetings that may be held to discuss your return to work or modified duties.

OSSTF – Occasional Teachers' B.U.: (416) 423-3600

EFTO: (416) 227-1866

The supervisor to whom Occasional Teachers report an injury is the school Principal.

The following information has been prepared by
the TDSB Employee Services Health and Welfare Office

WHAT TO DO

WHEN YOU'RE INJURED

AT WORK

FOR EMPLOYEES IN:
CUPE 4400 UNIT C-CENTRAL,
NON-UNION,
UNIT A – OSSTF,
CENTRALLY ASSIGNED,
AND
SCHOOL BASED STAFF

Note: If you are a member of a Federation/Union, you are entitled to have a Federation/Union Representative accompany you to any meetings that may be held to discuss your return to work or modified duties.

OSSTF – Occasional Teachers' B.U.: (416) 423-3600
ETFO: (416) 227-1866

Prepared by:
The Employee Health and Welfare Office
Employee Services
5050 Yonge Street
(416) 397-3325

Issued September 2003

THE DAY OF INJURY:

ALL WORKPLACE INJURIES MUST BE REPORTED TO THE EMPLOYEE HEALTH AND WELFARE OFFICE (EH&WO)

- 1) **Immediately** advise your Supervisor of your injury. (The title of the Supervisor your employee group reports to is on the back of this pamphlet.) Your Supervisor is the person responsible for recording your attendance. S/he will need to investigate the cause of the accident and in some cases, arrange for staffing.
- 2) **Immediately** complete an [Employee's Report of Accident/Injury Form](#) and fax/e-mail it to the Employee Health and Welfare Office (EH&WO.) Be sure to indicate on the form if you will be seeking medical attention or will be off work the day following the accident. Provide a copy of your injury report to your Supervisor.
- 3) The [Injury Report](#) is located on the TDSB Intranet – see Contact List for instructions.
 - If form is not available, call the EH&WO and a form will be faxed to you.
- 4) The EH&WO will submit a Form 7 to the WSIB based on the information in your Accident/Injury Form.
- 5) **Obtain medical treatment** (if required) and contact the EH&WO with the details. Be sure to advise your healthcare practitioner that you will be filing a WSIB claim. Ensure your Supervisor is provided with medical documentation in support of your absence as per your collective agreement. (CUPE requires a doctor's note after 3 days and then monthly after 20 days. OSSTF requires a doctor's note after 5 days and then monthly after 20 days) **Note: The WSIB will not allow a claim for lost time unless medical documentation is received within 10 days.**

THE DAY AFTER YOUR INJURY:

- 6) If you are going to be off work due to your injury, call your Supervisor and advise him/her of your absence.
- 7) Call the EH&WO and advise us if you are off work. You can also give an update on your condition at this time.
- 8) If you have medical clearance to return to work within a few days of your injury, see steps 14 to 20.

FOLLOWING YOUR INJURY:

- 9) The EH&WO will send to your home:
 - (a) a copy of the Form 7 that the EH&WO sent to the WSIB regarding your injury, and
 - (b) a blank Functional Abilities form (FAF).
- 10) Keep the Form 7 for your records.

- 11) Call the EH&WO if you have not received a FAF. Take the blank FAF to your medical practitioner to fill in and sign. Return it ASAP by mail/fax to the EH&WO and Supervisor. This form will indicate when/if you are able to return to work and will list your medical restrictions, if any.
- 12) You will also receive a Worker's Report of Injury/Disease (Form 6) from the WSIB. Complete this and return to the WSIB. A copy of the Form 6 should also be sent to the EH&WO.
Note: If you do not return the forms to the WSIB, no further action will be taken on your claim and you will not receive any WSIB benefits.
- 13) WSIB policy requires you to remain in contact with your employer (i.e. the EH&WO and your Supervisor) and your WSIB adjudicator during your absence and recovery.

WHEN YOU'RE READY TO RETURN:

- 14) If you have been off work at all due to your injury, you **MUST** have detailed medical clearance to return – even if you are returning to your regular duties and hours. If you are returning to your full regular duties after less than 3 days without a doctor's note, on the day of your return fax the EH&WO a note stating that you are returning to your full, regular duties.
 - 15a) IF YOU HAVE RESTRICTIONS; YOU CANNOT RETURN UNTIL A DETAILED MEDICAL NOTE (i.e. FAF) HAS BEEN RECEIVED BY THE EH&WO. Call the EH&WO for additional blank forms.
 - 15b) Fax/mail your doctor's note or FAF to the EH&WO and your Supervisor. The EH&WO will assess the information and ask your Supervisor if your restrictions can be accommodated. The EH&WO will also provide a copy to the WSIB.
 - 15c) DO NOT return to work until step 15b has occurred.
 - 16) Your Supervisor will contact you regarding your return to work. S/he will also advise the EH&WO of your return to work date and the hours and duties you will be working. You should call the EH&WO to confirm this information.
 - 17) IMMEDIATELY contact the EH&WO if you do not return to work on the date discussed with your Supervisor. The EH&WO will advise the WSIB of your return.
 - 18) Keep a copy of your FAF with you at all times to avoid any confusion regarding your modified duties.
 - 19) If you are on modified duties, be aware of your reassessment date and ensure updates are completed on time and sent to the EH&WO and your Supervisor.
 - 20) Ensure that the EH&WO is immediately advised if you have any further absences as a result of your work related injury.
-

Long Term Occasional Teachers' – Process

A Long Term Occasional Teacher (LTO) is defined as an Occasional Teacher who is employed 10 consecutive days as a substitute for the same teacher as specified in either the Elementary or Secondary Occasional Teachers' Collective Agreement.

LTO job postings are available from 9:00 a.m. Tuesday and close noon Friday. Postings are available at Employee Services, 5050 Yonge Street, 2nd floor and the TDSB job posting website. To access online go to www.tdsb.on.ca, select the Staff (along the top), proceed to enter your employee number and password to log in (see page 16). Once in, select Employee Services, click on the Job Postings link on the left, then click on Long Term Occasionals.

You may select and sort job postings by panel, all zones, or by individual zones. To look at an individual posting for more detail, **you need to click on the Job Titles highlighted in green.**

The Application form is available as follows:

- Employee Services, 5050 Yonge Street, 2nd floor
- TDSB web site www.tdsb.on.ca, select Staff and then proceed to log in
- Also found with the LTO postings are other important documents including an LTO Checklist for Occasional Teachers and a Letter of Intent

The application process requires that eligible applicants, as defined in the appropriate collective agreements, be on the current Occasional Teachers' List, have a TDSB employee number and a current College of Teachers membership number.

Applicants will send the completed Application Form and a copy of their resume directly to the school principal.

LTOs and the Dispatch System:

School Shall	Occasional Teachers Shall
<ul style="list-style-type: none"> Once the occasional teacher has been hired into the LTO position it is the responsibility of the school to ensure that a job is created (usually 3-4 weeks) on SmartFindExpress until the LTO assignment is processed so that the occasional teacher is paid in a timely manner and does not receive calls for other work 	
<ul style="list-style-type: none"> On the 10th day of the assignment it is the responsibility of the school to submit the paperwork to Employee Services in order to have the Occasional Teacher set up as an LTO 	
<ul style="list-style-type: none"> Once the LTO appointment is set up and the LTO's name appears under the school list in SmartFindExpress, it is the responsibility of the school to advise the LTO to block themselves on the SFE dispatch system for the duration of their assignment. 	<ul style="list-style-type: none"> If the LTO does not do this, he/she will continue to receive phone calls for work. Information on how to block themselves is available in the Quick Reference Cards at the back of this Handbook.
	<ul style="list-style-type: none"> If you have been hired as a half time LTO, you will need to <u>block yourself</u> off by modifying your daily availability If you are a half time LTO who works every other day you need to follow the same procedure under daily availability and block the days that you are not available This will need to be done on a weekly basis
	<ul style="list-style-type: none"> Once your LTO has ended, it is the responsibility of the Occasional Teacher to ensure that he/she is available again on the SmartFindExpress system to receive calls for daily work.

DOCUMENTS REQUIRED TO ESTABLISH SALARY DURING AN LTO

Correct Placement on the LTO salary grid requires:

- A. Your most current rating statement and rating statement covering letter
- B. Recognized teaching experience

If you do not have a rating statement or proof of recognized teaching experience, you need to:

- Complete the online Letter of Intent form via the TDSB web under Employee Services/Forms/Occasional Teaching/ [Change in Salary - Online Letter of Intent](#), for QECO or OSSTF if you do not have a rating, **prior to the end of the LTO.**
- [Change in Salary - Online Letter of Intent](#)
You need to complete the above online Letter of Intent before the end of the LTO to retroactively receive pay. If you do not submit the letter of Intent online before the end of your current LTO, your new rating statement will be effective on your next LTO.

A. Qualifications (Rating Statement)

- **Elementary** - QECO Statement of Evaluation
Your LTO salary placement will be at Category A1 until you send a copy of your QECO Statement of Evaluation to the Employee Services, Occasional Teaching Records. Salary adjustments will be retroactive to current LTO assignment as per your Collective Agreement
- **Secondary** - OSSTF Certification Rating Statement
Your LTO salary placement will be Group 1 until you send a copy of your OSSTF Certification Rating Statement to the Employee Services, Occasional Teaching Records. Salary adjustments will be retroactive to start date of current LTO assignment as per your Collective Agreement.

****RE-EVALUATION OF QECO/OSSTF WILL BE RETROACTIVE TO THE QECO/OSSTF ISSUE DATE.**

Please refer to [page 16](#) for contact information

B. Proof of Recognized Teaching Experience

- Provide evidence that you were certified to teach during those times
- Provide evidence of teaching experience with any school board or ministry inspected private schools
- Contact previous boards to request a statement of teaching experience on official board letterhead showing the start and end dates of employment (day/month/year) and whether contract or LTO, full or part-time experience.
- Letters from school principals or staff will not be accepted for salary credit. Contracts and Record of Employments will not be accepted.

Pay and Benefits

Short Term (Daily) Occasional Teacher pay rates are established through negotiations with Elementary Teachers' Federation of Ontario (representing the Elementary Occasional Teachers) and Ontario Secondary School Teachers' Federation (representing the Secondary Occasional Teachers). It may take one or two pay periods to see changes to pay rates.

A Long Term Occasional Teacher will be paid in accordance with his or her appropriate grid placement (recognized teaching experience and qualifications) in accordance with his or her Collective Agreement. Long Term Occasion pay will be retroactive to the first day of the assignment. The annual salary on the salary grid is divided by 194 (representing the number of school days in a school year). The long term occasional teacher is paid 1/194 of the annual grid rate for each day worked (including applicable professional activity day(s)).

All Occasional Teachers receive their pay every 2nd Thursday in accordance with the pay schedule below. All Occasional Teachers are paid two weeks in arrears by direct bank deposit. Direct deposit requires the completion of an authorization form and a voided cheque. Your pay stub (a statement of earnings and deductions) will be mailed to your home address.

2011-2012 Occasional Teacher Pay Schedule

Occasional Teachers' first pay day will be September 15, 2012, covering the days from September 1st to September 3rd. Pay days after September 15th will be every 2 weeks and always 2 weeks in arrears.

Pay Dates 2011-2012

Pay Date	Period Covered
September 15, 2011 September 29, 2011	September 1 – September 3, 2011 September 4 – 17, 2011
October 13, 2011 October 27, 2011	September 18 – October 1, 2011 October 2 – 15, 2011
November 10, 2011 November 24, 2011	October 16 – 29, 2011 October 30 – November 12, 2011
December 8, 2011 December 22, 2011	November 13 – 26, 2011 November 27 – December 10, 2011
January 5, 2012 January 19, 2012	December 11 – 24, 2011 December 25, 2011 – January 7, 2012
February 2, 2012 February 16, 2012	January 8 – 21, 2012 January 22 – February 4, 2012
March 1, 2012 March 15, 2012 March 29, 2012	February 5 – 18, 2012 February 19 – March 3, 2012 March 4 – 17, 2012
April 12, 2012 April 26, 2012	March 18 – 31, 2012 April 1 – 14, 2012
May 10, 2012 May 24, 2012	April 15 – 28, 2012 April 29 – May 12, 2012
June 7, 2012 June 21, 2012	May 13 – 26, 2012 May 27 – June 9, 2012
July 5, 2012 July 19, 2012	June 10 – 23, 2012 June 24 – July 7, 2012

Payroll Deductions

Canada Pension Plan (C.P.P.)

All Occasional Teachers (other than anyone in receipt of Canada Pension benefits) are required to contribute to the Canada Pension Plan.

Occasional Teachers in receipt of Canada Pension must send a copy of their “Notice of Entitlement” form, issued by Service Canada to become exempt from C.P.P. deductions.

Send to:

Payroll Services
5050 Yonge Street, 2nd floor
Toronto, Ontario M2N 5N8

If Canada Pension deductions are taken from your pay in error, you should contact Payroll Reception at: 416-395-9642 to have your call directed to a staff member who can help you.

Employment Insurance (E.I.)

All Occasional Teachers are required to pay E.I. premiums, there aren't any exemptions for E.I. Occasional Teachers may be entitled to collect employment insurance for winter, spring and summer breaks, provided they have worked sufficient hours during the past 52 weeks to qualify for benefits and also satisfy availability and job search requirements. TDSB issues Records of Employment (ROE's) after the end of the school year; in early July. You will not be sent a paper copy of your ROE, an electronic copy is sent to Service Canada, therefore for further details please refer to www.servicecanada.gc.ca

Income Tax

Income tax will be deducted according to current tax schedules and a T-4 slip will be issued by the end of February each year.

Ontario Teachers' Pension Plan (OTPP)

All Occasional Teachers (other than retired teachers in receipt of OTPP) are required to contribute to the OTPP. Those Occasional Teachers in receipt of a teacher's pension must provide proof of retirement to Pension at:

Benefits/Pension Administration
5050 Yonge Street, 4th floor
Toronto, Ontario M2N 5N8

to ensure pension premiums are not deducted. The Premium Exemption Form for re-employed pensioners can be found at www.tdsb.on.ca, select Staff, log in, select Employee Services and then select Forms. If Teacher Pension Plan premiums are being deducted from your pay in error, you should contact the Benefit/Pension Assistant through Payroll Reception at 416-395-9642.

All employees not in receipt of an Ontario Teacher Pension Plan benefit and in receipt of CPP pension or CPP Disability pension must report it to Payroll Services and supply Payroll Services with a copy of the Notice of Entitlement in order to be CPP exempt

**** Reemployed pensioners should refer to the Ontario Teachers' Pension Plan website, www.otpp.com, for important information for working in education after retirement.**

Union Dues/Levies

Union dues/levies are deducted for each day worked as an Occasional Teacher. Union dues/levies are directed to the appropriate Union – Elementary or Secondary.

School Year Calendar

The official school year calendar for the TDSB runs from September 6, 2011 to June 28, 2012, inclusive.

Labour Day.....	September 5, 2011
Thanksgiving.....	October 10, 2011
Professional Activity (All Schools).....	November 18, 2011
Professional Activity (All Schools).....	December 9, 2011
Christmas Break.....	December 26, 2011 to January 6, 2012, inclusive (last day of school is December 23, 2011; school resumes January 9, 2012)
Professional Activity (Elementary Schools only).....	January 27, 2012
Professional Activity (Semestered Secondary Schools only).....	*February 12, 2012
Professional Activity (All Schools).....	February 17, 2012
Family Day.....	February 20, 2012
Mid-Winter Break.....	March 12 to 16, 2012, inclusive
Good Friday.....	April 6, 2012
Easter Monday.....	April 9, 2012
Victoria Day.....	May 21, 2012
Professional Activity (Elementary Schools only).....	June 1, 2012
Professional Activity (Secondary Schools only).....	June *27, 28, 2012
Board-wide Professional Activity.....	June 29, 2012 <i>The end of the first semester is February 2, 2010.</i>

**Semestered secondary schools have the option of replacing the June 27th PA Day date with February 2nd for semester changeover and professional activities.*

SmartFindExpress
Occasional Teacher Telephone Access
Quick Reference Card

TORONTO DISTRICT SCHOOL BOARD

Occasional Quick Reference

System Phone Number **416-338-4500**
 Help Desk Phone Number **416-338-4747 (press 2)**
 Write your PIN number here _____
 e-Mail Address: dispatchteaching@tdsb.on.ca Fax #: 416-397-3484

REGISTRATION

1. Record your name followed by the star (*) key
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hang-up
2. Hear your callback telephone number
PRESS 1 to Modify your callback number
PRESS 1 if Correct
PRESS 2 to Re-enter
PRESS 9 to Exit to next step
3. If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length followed by the star (*) key
PRESS 1 if Correct
PRESS 8 to Re-enter
PRESS 9 to Exit and hang-up

THE SYSTEM CALLS OCCASIONALS DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	6:00 a.m.	6:00 p.m. - 10:00 p.m.
Saturday	None	None
Sunday	None	6:30 - 10:00 p.m.
Statutory Holiday	None	6:30 - 10:00 p.m.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your **Access # ID** (TDSB Employee Number), followed by the star (*) key
PLEASE NOTE:
 - *you do not need to enter zeroes before your employee number (i.e. Access # ID 12345)*
 - *your TDSB Employee number is shown on your paystub*
2. Enter your **PIN**, followed by the star (*) key
PLEASE NOTE:
 - *PIN and Password are the same*
 - *If you do not have a PIN, enter your Access # ID again, when prompted for your PIN. You will then be prompted to enter a new PIN # at least 6 digits long.*

When the system calls you, pressing the star (*) key will make the system wait for 2 minutes for you to enter your Access ID and PIN. When you have logged in, you will hear your recorded name.

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 2 - Hear Available Jobs
- 3 - Change your Callback Number
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 6 - Review or Modify Daily Availability
- 7 - Change PIN or Re-record Name
- 9 - Exit and hang-up

1 - REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
PRESS 8 to Hear another assigned job
PRESS 9 to Exit to menu options
2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation
PRESS 9 to Exit and hear next assignment
 (assignment will not be cancelled)

2 - HEAR AVAILABLE JOBS

1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
PRESS 8 to Hear next assignment
PRESS 9 to Exit to menu options
2. If you **pressed 2** to Accept assignment, hear the job assignment
PRESS 1 to Repeat assignment
PRESS 2 to Hear next assignment
PRESS 9 to Exit to menu options

3 - CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
PRESS 9 to Exit to menu options (number will not be changed)
2. Enter new telephone number followed by the star (*) key. Hear the new telephone number
PRESS 1 if Correct
PRESS 2 to Re-enter the number
PRESS 9 to Exit to menu options

4 - REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES

1. Hear the temporary Do Not Call time
PRESS 1 to Enter a time
PRESS 2 to Delete this time
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Enter a time, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to menu options
****PLEASE NOTE: Enter a time 5 hours from now**

5 - REVIEW OR MODIFY UNAVAILABILITY DATES

1. **PRESS 1** to Review or delete unavailability period
PRESS 2 to Add a new unavailability period (ONLY FUTURE dates)
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Review or delete, hear the unavailable period information
PRESS 1 to Delete this unavailability period
PRESS 8 to Hear the next unavailability period
PRESS 9 to Exit to menu options
3. If you **pressed 2** to Add dates
Enter Start Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)
Enter End Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)
Indicate unavailable all day?
PRESS 1 for Yes
PRESS 2 to Enter time
Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
Repeat procedure for End time

Receive calls for future assignments during unavailable period?
PRESS 1 to Receive calls for future jobs beyond this unavailability period.

PRESS 2 if you do not want to receive calls for future jobs beyond this unavailability period

PRESS 9 to Exit and review or modify unavailability dates (without saving unavailability period)

6 - REVIEW OR MODIFY DAILY AVAILABILITY

1. **PRESS 1** to Review or delete, hear a time period you are available to work
PRESS 2 to Enter a new time period you are available to work
PRESS 3 to Review or delete, hear a time period you should not be called
PRESS 4 to Enter a new time period you should not be called
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Review or delete a time period you are available to work, or **pressed 3** to review or delete a time period you should not be called, hear the day and time period in chronological order
PRESS 1 to Delete this time period
PRESS 8 to Hear the next time period
PRESS 9 to Exit to review or modify daily availability
3. If you **pressed 2** to Enter a new time period you are available to work, or **pressed 4** to a new time period you should not be called
Select the day of the week
PRESS 1 for Monday thru Friday
PRESS 2 – 8 for Sunday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)
If you **pressed 1** thru **8**, enter a time
PRESS 1 for All day
PRESS 2 to Enter start and end time
Enter the time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
PRESS 9 to Exit to review or modify daily availability (without saving changes)

****PLEASE NOTE:**

When entering daily availability for specific times, please enter times through the web, as the phone system will not process your request

7 - TO CHANGE PIN OR RE-RECORD NAME

1. **PRESS 1** to Change your PIN
PRESS 2 to Change the recording of your name
PRESS 9 to Exit to menu options
2. If you **pressed 1** to Change your PIN
Enter a new PIN at least six (6) digits in length followed by the star (*) key
PRESS 1 if Correct
PRESS 8 to Re-enter
PRESS 9 to Exit to menu options
3. If you **pressed 2** to Change the recording of your name
Record your name; press the star key (*) when finished
PRESS 1 to Accept
PRESS 2 to Re-record name
PRESS 9 to Exit to menu options

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. **PRESS 1** to Hear the job offer
PRESS 2 to Set temporary Do Not Call
PRESS 9 to Exit and hang-up
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 to Decline the job
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept this job
Record the Job Number. You are successfully assigned to the job.
PRESS 1 to Hear the job number again
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
PRESS 9 to Exit and hang-up
4. If you **pressed 2** to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm
5. **PRESS 9** to Exit and hear the job offer

HEAR THE CANCELLATION

1. To listen to a cancellation notification, **Press 1**.
2. **PRESS 1** to Repeat the job information
PRESS 9 to Exit and hang-up

PROFILE REVISIONS

Please send in writing to 5050 Yonge Street, 2nd Floor,
Toronto, Ontario M2N 5N8, or fax 416-397-3484
Email address – Dispatchteaching@tdsb.on.ca




SmartFindExpress
Occasional Teacher Browser
Quick Reference Card


Help Desk 416-338-4747 (press 2)
System Phone Number 416-338-4500
Your PIN Number _____
Your Password _____

SIGN IN TO SMARTFINDEXPRESS (SFE)

From Home

1. Launch your internet browser (i.e. Microsoft Internet Explorer )
2. In the address field, enter www.tdsb.on.ca, select “About Us” and then “Staff Login”
3. Click on SmartFindExpress Link (*Tip – save to your Favourites!*)
4. Enter Access ID (**your employee # minus the leading zeros**) e.g. - 33333
5. Enter PIN (same PIN as on phone system)
6. Click

From TDSB Workstation

2. Click  to open the TDSBweb
3. Click Teachers Link
4. On the left hand side select SmartFindExpress
5. Enter Access ID (**your employee # minus the leading zeros**) e.g. 33333
6. Enter PIN (same PIN as on phone system)
7. Click

PROFILE – REVIEW/UPDATE INFORMATION

Profile Tab

1. Click Profile from the menu options
2. To change call back #, double click inside the call back # field to highlight existing #. Type in new #. If desired, enter a Do Not Call Until Time in the available field. Click on to update the profile inform

Schedule Tab

1. To remove a day or days from existing schedule, click inside the appropriate deletion box or boxes and click on
2. To create a new schedule, you should delete all the days from your old schedule then click on . Ensure that available weekdays are checked. If start/end times differ from “all day”, remember to remove “all day” and enter availability in to the designated Start and End date fields. Click on






Classifications Tab

1. Review classifications. To update, email the dispatchteaching@tdsb.on.ca or fax revisions to (416) 397-3484. Include a copy of your OTC showing proof of these classifications.

Locations Tab



1. Review preferred locations list. To update, email the dispatchteaching@tdsb.on.ca or fax revisions to (416) 397-3484.

Unavailable Dates Tab

1. To delete an existing unavailable date, click inside the appropriate check box and select 
2. To create a new date, click on 
3. Use the  icon to select dates. Date range can be a single day or multiple days. Start date must be current or future date only.
4. Click inside the option  for All Day or assign specific times using the hh:mm am boxes. A start and end time are required i.e. 08:00 am to 12:00 pm
5. Click on 

Tip: *periodically clean up your unavailable dates.*

VIEW AVAILABLE JOBS

1. Click on Available Jobs from the menu.
2. Use the  icon to select dates. Date range can be a single day or multiple days.
3. Click 
4. A list of available jobs will load. Click on Details to either accept or if you are not interested in the job decline it.

Email Tab (optional)

1. Click *Email*
2. You may enter an email address here. If you forget your password, it can be emailed to you by using the *Trouble Signing In* feature on the *Sing In* page. Without an email address on file, you may not use this feature.

Change Password Tab

1. You may change your password at any time by clicking on the *Change Password*
2. *Under Phone Password (PIN)* enter your current password
3. In the *Confirm New* box re-enter your new password
4. Click *Save*

Please Note: *This change will be effective on both the web as well as phone system*


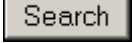
Tips:

- *The best time to search for available jobs is before midnight or between 12:00 and 6:00 p.m.*
- *When you are searching for jobs on the web and see a job with a message “in call out” mode – you are only able to view the job if the job is “in call out” mode. The message on the screen will say “This job is currently being offered to a substitute. You may retry later.” You can accept or decline a job only when “details” is displayed on the screen.*
- *You will only see jobs for which you have been specifically requested (after 12:00 noon each day), or if you are the next person in the queue, you will hear jobs for which you are listed on priority lists/preferred lists and any other open jobs for which you are qualified in the schools or zones you have indicated. You will also see jobs outside your area of qualification only if the system has exhausted the search for a qualified occasional teacher.*
- *The web search is a good way to co-ordinate two half day jobs*


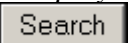
REVIEW ASSIGNMENTS

Click [Review Assignments](#) from the main menu.

List View

1. To view multiple assignments, enter dates in the *Search From* and *To* fields. Use the  icon to select desired dates from the calendar. Or view details of a single job by entering the job # into the Job Number field.
2. Click .
3. From the search results, double click on the Job # to view job specific details
4. Review assignment detail screen provides the option to cancel if the time window for allowing job cancellation has not been exceeded.

Calendar View

1. Click *Display Format*  *Calendar* to initiate calendar view.
2. Click . The current month's calendar will display. Use the Previous/Next month buttons to review past or future dated jobs.
3. Click on any job # to view details.

SYSTEM CALL OUT TIMES

	Today's Jobs	Future Jobs
Weekdays	6:00 a.m.	6:00 pm -10:00 pm (Mon-Thurs)
Saturday	None	None
Sunday	None	6:30 pm–10:00 pm
Statutory Holiday	None	6:30 pm–10:00 pm

Notes

Don't forget to "bookmark" this site on your computer for easy access!

If the Calendar Icon does not work on your computer when you are selecting a date range, you need to enter the dates manually.

The **Sign Out** link can be selected to end the session and disconnect from SmartFindExpress.

NOTE: Do not use the browser's **BACK** button to navigate to screens. Navigation buttons are on the bottom of the screens.

You will see available jobs on the browser or hear available jobs on the phone line after 12:00 noon even when you have blocked yourself and requested not to be called for future jobs during this period of unavailability. If you are not interested in the job, please decline.

To review past jobs put in your date range (jobs are only kept for one year from the current date). Scroll down and press next to see all your jobs.

Good Practice – Accept jobs and decline jobs in a timely fashion.



Employee Services ♦ Secondary Teaching Office
♦ Occasional Teaching


5050 Yonge Street ♦ 2nd Floor ♦
Toronto ♦ Ontario ♦ M2N 5N8

Telephone: 416-397-3580 Fax: 416-397-3010


OCCASIONAL TEACHER PROFILE INFORMATION

To view your existing profile, sign in to SmartFindExpress (SFE) browser:

From Home

1. Launch your internet browser (i.e. Microsoft Internet Explorer )
2. In the address field, enter www.tdsb.on.ca, select “Staff” and then “Login”
3. Click on SmartFindExpress Link (*Tip – save to your Favourites!*)
4. Enter Access ID (**your employee # minus the leading zeros**) e.g. - 33333
5. Enter PIN (same PIN as on phone system)
6. Click

From TDSB Workstation

1. Click  to open the TDSBweb
2. Click Teachers Link
3. On the left hand side select SmartFindExpress
4. Enter Access ID (**your employee # minus the leading zeros**) e.g. 33333
5. Enter PIN (same PIN as on phone system)
6. Click

If you wish to revise your existing profile, revisions must be emailed or hand delivered to the Occasional Teaching Office and will be subject to approval. Your co-operation in listing your changes in alpha order would be appreciated. Your request also must include your full name, employee number and mailing address, including your postal code.

Tip – try to submit your profile revisions during the summer so that we can get them updated for you before the busy Fall period starts!

Please send your profile revisions in writing to:

Employee Services – Occasional Teaching
5050 Yonge Street 2nd Floor, Toronto, Ontario M2N 5N8
Fax: (416)397-3484
Email: dispatchteaching@tdsb.on.ca.

***Emails sent from TDSB accounts will ensure a quicker response. Always include “Profile Update” in the subject line**



Employee Services – Occasional Teaching

5050 Yonge Street, 2nd Floor, Toronto, Ontario, M2N 5N8 Tel: (416) 397-3249 Fax: (416) 397-3484

Change in Salary Group Notification

LETTER OF INTENT

For Occasional Teachers currently in a Long Term Occasional position

Date: _____

Name: _____ TDSB Employee # _____
(Please Print)

School: _____
(The school in which you are currently doing your LTO)

To Whom It May Concern:

This is a statement of my intent to furnish proof of the following for a higher category placement on the salary grid (please check):

- QECO Rating Statement; or
- OSSTF Rating Statement; or
- Teaching Experience

Salary changes based on the above documentation will be applied retroactively to the start date of my Long Term Occasional Assignment if this letter of intent is received prior to my Long Term Assignment end date. It is my responsibility to provide the Board with the teacher's certification rating statement and any supporting documents once I have received them.

Signature: _____ Date: _____

Please fax this information in to the Occasional Teaching Records Office at 416-397-3484



**APPENDIX E
OCCASIONAL TEACHER
Notification of Change**

**Employee Services ♦ Secondary Teaching Office
Occasional Teaching**

5050 Yonge Street ♦ 2nd Floor
Toronto ♦ Ontario ♦ M2N 5N8
Telephone: 416-397-3580 Fax: 416-397-3484

If your status as an Occasional Teacher changes, please fill out this form and return to the above address or email to Dispatch Teaching (dispatchteaching@tdsb.on.ca)

Name: _____

SAP Employee #: _____

I request the following change in my status as an Occasional Teacher for the Toronto District School Board.

Change in Address/Phone:

Change in Emergency Contact Info:
Name: _____ Relationship: _____
Phone (business): _____ Phone (home): _____

New Qualifications (Submit Proof from the Ontario College of Teachers)

Request to change Appointment Status in Order to Collect Teachers Pension:
End Date of Occasional Teaching Position: _____
Reinstate as Retired Occasional Teacher effective: _____



APPENDIX F

**LEAVE REQUEST FORM
OCCASIONAL TEACHING STAFF**

Revised June 2011

TO BE SUBMITTED BY AN OCCASIONAL TEACHER REQUESTING A LEAVE.
FORWARD COMPLETED FORM AT LEAST 30 WORKING DAYS PRIOR TO THE
REQUESTED LEAVE *WHEN POSSIBLE*.

PLEASE PRINT

LAST NAME			FIRST NAME			EMPLOYEE NO.		
LEAVE START DATE (YEAR/MONTH/DAY)			LEAVE END DATE (YEAR/MONTH/DAY)					
_____	_____	_____	_____	_____	_____	_____	_____	_____
YEAR	MONTH	DAY	YEAR	MONTH	DAY			

<input type="checkbox"/> Elementary Occasional Teacher	<input type="checkbox"/> Secondary Occasional Teacher
--	---

<input type="checkbox"/> Personal Leave	<input type="checkbox"/> Pregnancy / Parental Leave <small>(Medical Note to be provided <u>with</u> Leave Request Form in order for Leave to be approved)</small>	<input type="checkbox"/> Medical Leave <small>(Medical Note to be provided <u>with</u> Leave Request Form in order for Leave to be approved)</small>
<input type="checkbox"/> WSIB	<input type="checkbox"/> Retired Teacher - Completed 20 Days	<input type="checkbox"/> Retired Teacher - Completed 95 Days

SPECIAL CIRCUMSTANCES COMMENT:

TEACHER'S SIGNATURE: _____ DATE: _____

APPROVAL & AUTHORIZATION

REMARKS:

SIGNATURE OF OFFICER, OCCASIONAL TEACHING : _____

DATE: _____

<input type="checkbox"/> LEAVE APPROVED	<input type="checkbox"/> Waive 20 Days for Current School Year (Elementary)	<input type="checkbox"/> Waive 20 Days for Current School Year (Secondary)
<input type="checkbox"/> LEAVE NOT APPROVED	<input type="checkbox"/> Teaching Dispatch (To Block on SFE)	

NOTE:

- You are waived from completing the necessary **20 days** per Clause 20.5.1. of your secondary collective agreement for the 2011/2012 school year, however you will be required to teach the required number of days in the following school year.
- You are waived from completing the necessary **20 days** per Clause 18.5.1. of your elementary collective agreement by May 15th, 2012, however you will be required to teach the required number of days by May 15th of the following school year.
- In order to remain on the list for the following school year, you must ensure that you complete the yearly on-line renewal process. Please refer to your Collective Agreement for all timelines and deadline dates.

COMPLETED FORM TO:
OCCASIONAL TEACHING OFFICE – FAX (416) 397-3484
Mail to: 5050 Yonge Street, 2nd Floor – Employee Services - Occasional Teaching Office

- Cc:**
- ✓ Teacher [Original]
 - ✓ Personnel File [Copy]