

The Dispatch

Occasional Teachers



January 2009

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Work is Down

We've had many calls from members concerned about insufficient work this fall. Without question, this fall has been horrendous. Why?

- ◆ Ten years ago there was a severe shortage of teachers. In response, Faculties of Education increased enrolment. The result—too many teachers. All of these graduates are hoping that occasional teaching will give them “a foot in the door” to a contract job.
- ◆ This year the TDSB hired approximately 150 new contract teachers. (Four years ago, they hired 1,200) New hires are provided with NTIP in-servicing. Less in-servicing means less work for OTs.
- ◆ Increased numbers of PD days means fewer days of work. In-servicing for teachers is now held on the PD days instead of on teaching days.
- ◆ The TDSB has hired too many teachers to our List. This problem is the same with every Occasional Teacher Local across the GTA.

The Solution?

- ◆ **WE MUST BARGAIN FOR A CAPPED LIST**

Phone Hoggers — Beware, you are being watched.

If you want to search for work on SFE during the call-out time, we strongly advise you to use your computer. There are members desperate for work, who are remaining on the phone with SFE for hours at a time. There are a limited number of phone lines that often become tied up during the call-out period. Their actions mean contract teachers can't phone in their absences creating new jobs. Other occasional teachers can't check for work, and the system can't call “the phone hogger” with a job. This slows the entire dispatch system down.

The TDSB considers this “abuse of Board property” and monitors the lines for this kind of activity. Be aware, the Board could take disciplinary action starting with a letter in your personnel file up to possible suspension from the list if you are one of these phone hoggers.

GENERAL MEETING

and By-Election

Thursday, February 26, 2009

Armour Heights P.S.— 5:00 p.m. - 7:30 p.m.

148 Wilson Avenue

Light Dinner from 4:30 p.m.

(See enclosed flyer for details)

Reminders

- ◆ **February 10, 2009**
Negotiations
Information Meeting
- ◆ **February 13, 2009**
Board-Wide P.A. Day
- ◆ **February 13, 2009**
Nominations
Deadline
- ◆ **February 26, 2009**
Winter General
Meeting and Dele-
gate Election at
Armour Heights
Public School
- ◆ **March 16, 2009—
March 20, 2009**
Inclusive, March
Break
- ◆ **April 10—13, 2009**
Easter Holidays
- ◆ **April 3, 2009**
Elementary P.A. Day
- ◆ **April 15, 2009**
O.C.T. Fee is due

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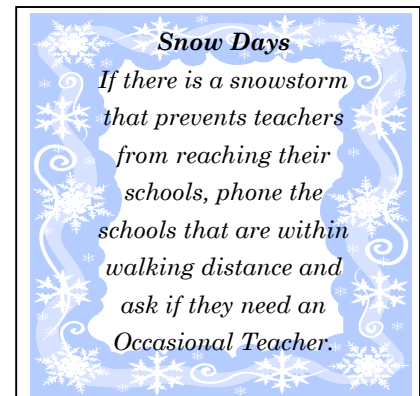
Make a Great First Impression and End the Day on a Good Note

First impressions last all day, particularly when you are a daily occasional teacher. When you look, act and sound professional, you will be treated with respect, and hopefully regular employment. The easy part is dressing for the job. Teachers can come to work dressed very casually, but they already have a contract position. You need to dress for the job you want - whether it's more work as a daily OT, a future LTO or contract position. Every day you work is an interview to return to that school for future jobs.

- ◆ Arrive prepared and on time.
- ◆ Know the Board's policies and procedures. This information is part of the TDSB Occasional Teacher handbook which is available on-line at www.tdsb.on.ca > educators > staff login > TDSB web > Employee Services > Forms > Occasional Teaching > O.T. Handbook.
- ◆ Once you are in the classroom, look for the information on fire routes, lock-down procedures, attendance routines and students with allergies or other medical issues. Be in the hall, ready to receive the students with confidence and a smile.
- ◆ Have a discipline plan that doesn't include raising your voice or losing your control. Model the behavior you expect.
- ◆ Leave the room the same as you found it, or better yet—a little better than when you arrived. Try to use the last five minutes of the day as the time for the students to tidy-up for their returning teacher.

At the end of the day, you have your last opportunity to leave a great impression for the one person you didn't meet that day — the absent teacher. Leave a note to the returning teacher that includes the following information:

- ◆ Record what you covered and what you didn't (and why) as well as the homework assigned.
- ◆ Let the teacher know about the students who were challenging and those who were helpful. Try to find something to report that was positive about the challenging student. When the returning teacher gives that special student a compliment from the Occasional Teacher — you could be rewarded on your next visit.
- ◆ Record any major issues — children sent to the office, conversations with parents, student conflicts etc.
- ◆ Correct the work done that day and leave it on the desk and mention in your note that it was marked.
- ◆ Thank the teacher for the easy-to-follow day plans or explain if you had to improvise because you weren't exactly sure what was expected.
- ◆ Leave your name, employee number and a final comment about being happy to return again to the class.



If You Have a Job Number—You Have a Job

We have had calls from members reporting they had picked up a late call only to be told that the job was filled, either when they called the school or when they arrived at the job. Don't accept "no" for an answer and don't leave the school if you are already there. Explain that you have the job number and if there is some confusion, the school needs to call the dispatch department while you call your union for direction.

If the school has called in an emergency person, the occasional teacher must be employed and the emergency person will be sent home. If the school has called another Occasional Teacher directly, you should both be employed for the day at the school. However, if you choose to leave the school, you will have lost the chance to be paid.

If you are considering accepting a late call, you should be ready to leave for work as soon as you hang up the phone. Only accept a job you can arrive at in a reasonable amount of time.



Local Election Nomination Form Enclosed

It is time to seek nominations from those members interested in serving on the 2009 – 2010 Local Executive. Nomination forms are enclosed. Please read over the description of each Executive position and ensure that both the person nominated and the nominator are eligible to submit the nomination form.

The nomination form must be sent directly to the Elections Officer, by Canada Post only and must be received by the deadline, February 13th, 4:00 p.m. The Elections Officer will confirm receipt of the form by email or phone. Each candidate has the opportunity to include a candidate profile of up to 200 words with their nomination form. These profiles will be included with the mail-in ballot sent to each member.

Eligible candidates will be introduced to the membership attending the General Meeting on February 26, 2009.

Welcome New Executive Members

We are delighted to announce that we have two new members on our 2008—2009 executive. Ian McKenzie and Rosanna Reuter were elected at our Fall General Meeting.

Executive members represent the diversity, interests, and concerns of Occasional Teachers. They are your voice at the Local’s monthly executive meetings.

Delegate Elections

The Annual Meeting of the Elementary Teachers’ Federation will be held at the Sheraton Centre Toronto from August 17 to 20, 2009.

This year we are allotted 14 delegate positions at the Annual Meeting. Our constitution guarantees delegate status for both the Local President and First Vice-President.

If you are interested in running for one of the 12 open delegate positions, please advise our office no later than 4:00 p.m. Friday, February 20th. Your name will be printed on a ballot and voting will take place at the February General Meeting. Before the vote, each delegate will have the opportunity to address the members for up to two minutes.

This is a wonderful opportunity to gain insight into the political organization and policy direction of our Provincial body. This is your opportunity to stand up and represent the interests of occasional teachers.

Motions to the ETFO Annual Meeting

The ETFO Annual Meeting provides every Local the opportunity to bring forward motions to influence the direction, goals and fiscal commitments of our Provincial body for the next year. Motions are brought forward and debated on the floor to test the language and the intention of the motion before being voted on by the delegates. Another task of this year’s delegates will be to elect the Provincial Executive Officers of our Federation, who will remain in office for a two year term.

The first step in the process, requires that any motion to the Annual Meeting be approved by the Local’s membership at a general meeting. If you have a motion you would like to bring forward, please submit it in writing to the Local by 4:00 pm. Friday, February 20th.

Is it true that....

***if I'm in an LTO to the end of the year
the contact job will be mine?***

We are frequently asked this question. Unfortunately, this isn't true but this rumour keeps circulating.

Should the LTO position you are in become a contract position (the absent teacher has resigned/retired), the position would be subject to the TDSB posting process. You could only apply if you are on the Eligible-to-hire List and have the necessary qualifications. You would not be guaranteed the position and you would be considered along with all the other applicants.

We are hearing more frequently from members who have been attacked and injured by violent students. We don't know if this indicates that violent attacks are more frequent or if members are becoming more aware of the need to report and document the incident. An injury caused by a student should be followed up on and tracked. This can only happen if you fill out the Violent Incident Reporting Form and send it in yourself.

There are three separate forms you need to be aware of and fill out if necessary, *Employee's Report of Accident and Injury*, *Violent Incident Reporting Form*, and the *Health and Safety Concern Form*. These forms should be available in the staffroom, from the Principal, or directly from the Board's website.

Federation Day, Friday February 13, 2009

This year the Elementary Teachers of Toronto (our contract teacher colleagues) will not be organizing a large central event on Federation Day. Occasional Teachers who are in LTO positions on this day are expected to participate in professional development while at their schools. Consult with your Principal if you are interested in attending either the *Reading for the Love of It* or *...And Still we Rise* conferences in Toronto that day.

LTO's should see the ETT steward in their school for additional information.

Keep Your Statement of Earnings (Pay Stubs)

Payroll problems keep happening regularly. We can't emphasize enough the importance of keeping your pay stubs. If it doesn't make sense to you, be sure to sign up for our Professional Development Workshop "Understanding your Pay Cheque" to be held April 1, 2009.

Your Excellent Schools Survey - is now also a ballot for a prize

New this year— your completed Excellent School Survey will be entered into a draw for prizes. If you would prefer to remain anonymous, your survey will still be included in the tabulations.

Message from your President:

Dear Colleagues,

This is a very full newsletter package and I hope you take the time to read it all, the good news in Professional Development and Social Events and the not so good news in Bargaining. We need you to stay informed.

If you missed reading a past issue, you can find them on our website at www.etfo-torots.org. One recurring theme is the need to protect yourself from allegations. These difficult situations seem to occur more frequently during the weeks just prior to a Holiday. Be extra cautious.

With the start of the winter weather, please be careful walking in the parking lots, school yards, and wet hallways. Workplace injuries due to slips and falls can ruin your plans for the season. I'd also like to take this opportunity to remind you we will be seeking members interested in Health and Safety in our next newsletter mailing.

I hope you enjoy a wonderful, relaxing Holiday Season and may the New Year bring good health and joy to you and your families.

Yours in Federation,

Marion

President	Marion Mutton
First Vice-President	Donna Chapman
Second Vice-President	Robert Fulford
Third Vice-President	Elaine Salisbury
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