



Occasional Teacher List 2023-2024 Application Information

408 Wembley Drive, Sudbury, Ontario P3E 1P2 | Tel: 705.674.3171 | Toll Free: 1.888.421.2661 | rainbowschools.ca

This information package is designed to provide you with general information about occasional teaching with the Rainbow District School Board. For those teachers who are accepted for one or both of RDSB's Occasional Teacher Lists (Elementary or Secondary), this document should be read in conjunction with the applicable Occasional Teacher's Collective Agreement.

Teachers included on the Elementary Occasional Teacher List are represented by ETFO. Teachers included on the Secondary Occasional Teacher List are represented by OSSTF. Depending on your qualifications and application you may be selected for both lists.

Applications can be emailed to hrt@rainbowschools.ca or dropped off at the Centre for Education. Applications submitted via email will receive an automated reply advising your application package has been received.

New Applicants to the Occasional Teacher List

New applicants for the Occasional Teacher List must complete the attached Appendix A application form and include the following with their application form:

- Cover Letter and Resume
- Employment References (name and contact information for three professional references)
- 2023 Ontario College of Teachers Certificate of Qualification and Registration
- Letters of Recommendation
- Practice Teaching Reports and/or Performance Appraisals
- Appendix B – New Teacher Declaration Form
- Criminal Background Check/Vulnerable Sector Screening that has been completed within the last six (6) months*

*A certified true copy can be provided by either bringing the original document and a copy to Human Resources at the Centre for Education, or to a RDSB School and asking the Principal to certify the copy and date it as a true copy of the original. Originals can be dropped off or mailed to the Centre for Education.

We recognize that some new teacher graduates or teachers trained outside of Ontario may not be certified by the Ontario College of Teachers. Teachers in these situations can apply without proof of Ontario College of Teachers Certification and will be given until August 31, 2023 to provide their Ontario College of Teachers Certificate of Qualification and Registration.

If an applicant wishes to confirm that their application package has been received by Human Resources, please contact Taylor Zyma at zymat@rainbowschools.ca or 705-674-3171 extension 7298.

Only applicants selected for an interview will be contacted by RDSB.

Retired Teachers

Beginning September 1, 2012 a retired teacher will be able to work directly or indirectly for a TPP participating employer without affecting their Teacher's Pension for up to 50 days in a school year. Employers will report re-employment service without contributions. Retired teachers are required to track their days and contact TPP if they exceed the re-employment limit of 50 days. Please call TPP directly at 1-800-668-0105 if you have any questions regarding re-employment after retirement and to arrange contribution remittances.

How the Occasional Teacher List is Used

The Occasional Teacher List is developed by panel (Elementary and Secondary) and is available to the school office staff through the RDSB secure intranet site. In addition, the Board uses the services of a call-out provider who also has access to the Lists.

Calls to Occasional Teachers may be made by individual Principals, Vice Principals, school administration or the call-out provider. Every attempt is made to give teachers advance notice of assignments however; teachers will also receive calls early in the morning for assignments on that day.

Obligations of an Occasional Teacher

Candidates who are selected for our List must advise Human Resources of any changes in address, phone numbers, email addresses, or availability at 705-674-3171 extension 7298 or by email at hrt@rainbowschools.ca. If you are on the List, we will assume you are available.

Teachers on our List have an obligation to work for the Board every year they are on the List. Details of these obligations are outlined in the respective Collective Agreements:

- ETFO – Article L12.01 (e)
- OSSTF – Article L14.04 (e)

Rates of Pay – Effective September 2021

All Occasional Teachers are paid a daily rate for each full day of teaching. This daily rate is inclusive of pay for statutory holiday and vacation pay.

Certified Occasional Elementary Teachers current daily rate:

- Short Term Occasional Teachers - \$244.65

Certified Occasional Secondary Teachers current daily rate:

- Short Term Occasional Teachers - \$250.01

Long Term Occasional (LTO) Assignments

When the Board becomes aware of an LTO assignment, the position will be posted and a teacher will be selected by the school Principal.

Occasional Teachers who obtain LTO assignments are paid grid rate and have other entitlements outlined in the applicable Collective Agreement. All teachers who receive LTO assignments will receive a Letter of Appointment from Human Resources outlining their assignment and applicable grid rate.