



Top Ten Tips for Occasional Teachers

Occasional teaching is challenging (but rewarding!) even at the best of times. The more we support each other and are aware of potential issues and how to deal with them, the better it is for all of us. The following are offered to ensure the best possible working environment for all:

1. Follow and promote defensive teaching practices at all times. As occasional teachers we can be particularly vulnerable to false allegations by students.
2. Know the protocol regarding allegations – you may call ETFO, 1-888-838-3836 and ask for the PRS on call person if any allegation is made against you or you may call OCEOTA, 613-221-9135.
3. If school administration asks to meet with you, inform them that you would like to know the nature of the meeting. You may wish to request union representation. It is advantageous to approach this diplomatically and collegially to ensure you are not escalating the principal's initial intent. In any event contact your local after such a meeting.
4. a) If you receive any letter of concern or teacher appraisal that is troubling, contact your Local office at 613-221-9135.
b) If you request a TPA and the Principal has concerns or if the Principal suggests you need a TPA, contact OCEOTA.
5. Support your colleagues who may be having personal or professional challenges. Encourage them to contact their local for support or advice.
6. Keep in touch with fellow occasional teachers in the workplace. Promote ETFO activities and information – particularly programs that may assist in managing your demanding job.
7. Know your rights around health and safety issues. The Occupational Health and Safety Act should be posted in the workplace.
8. Promote professionalism! If you hear inappropriate conversations regarding colleagues encourage the person to speak directly to the individual rather than express the concern in the staff room or in other inappropriate ways.
9. Encourage members to call the local office if they are trying to address concerns with an administrator, colleague or other personnel in the workplace.
10. Encourage occasional teacher colleagues experiencing health/accommodation issues to contact the local office – there are alternatives and supports that Boards are required to provide depending on the circumstances.