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Subject	TEACHER-IN-CHARGE AND PRINCIPAL'S ASSISTANT (ELEMENTARY SCHOOLS)
References	ETFO Permanent Teachers' Collective Agreement Section 8.01, 8.02 Policy 3110 – Recruitment and Personnel Policy 3120 – Employment Equity
Contact	Human Resource Services

TEACHER-IN-CHARGE

1. Appointment

- 1.1 A teacher-in-charge will be designated, on occasions when there will be no principal, vice-principal or principal's assistant in the school during the school day, with prior approval of the appropriate superintendent of education.
- 1.2 When a teacher-in-charge is expected to be in the role for more than half a school day in schools with more than 10 FTE teachers, release time will be provided by an occasional teacher, unless one is not available through EasyConnect.
- 1.3 The role of the teacher-in-charge shall be voluntary for those teachers who are not principal's assistants.

2. Duties

- 2.1 A teacher-in-charge will assume the duties of the absent school administrator with respect to student supervision and safety, ensuring that standard procedures for emergency response are followed as required.
- 2.2 A teacher-in-charge will sign the required paperwork to confirm the attendance of occasional staff. (educational assistants, teachers, designated early childhood educators, etc.)
- 2.3 A teacher-in-charge will contact parents/guardians as required with issues regarding student behaviour.
- 2.4 A teacher-in-charge will not perform performance appraisal duties of the principal, including teachers and other staff members.
- 2.4 A teacher-in-charge will seek assistance as required from a designated school administrator in a neighbouring school.

3. Advance Preparation

- 3.1 Teachers who volunteer to act as teacher-in-charge will be required to review this Administrative Procedures Memorandum (APM) prior to the school administrator absence.
- 3.2 Principals will discuss with prospective teachers-in-charge the standard procedures for emergency response and indicate where written procedures are kept.
- 3.3 Teachers-in-charge will review all Safety Plans – Notification of Worker Risk and Plans of Care.
- 3.4 Prior to leaving the school, school administrators will ensure that the teacher-in-charge is aware of the designated neighbouring school administrator who will be available for assistance.

4. Payment

- 4.1 The teacher-in-charge will complete the time sheet for principal signature to ensure that per diem payment is made promptly.
- 4.2 When the teacher is assigned to the role for half of the school day, half of the per diem rate should be claimed. When the teacher is assigned for more than half of the school day, the full per diem rate should be claimed.

PRINCIPAL'S ASSISTANT**5. Appointment**

- 5.1 In schools with no vice-principal, the position of principal's assistant shall be posted at the beginning of the school year to enable all staff members to have an opportunity to express interest.
- 5.2 Principals will confirm the appointment of the principal's assistant by completing the Recommend to Hire form in September. Principals will notify Human Resource Services of any changes in appointment.
- 5.3 Appointments will be valid until the end of the school year and may be shared by two teachers. In extraordinary circumstance, a minimum of two weeks' notice to the incumbent or the employer will be provided to end the assignment prior to the end of the school year.

6. Duties

- 6.1 A principal's assistant will assume the duties of the teacher-in-charge when there is no school administrator in the school. As per item 1.2, release time will be provided.

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- 6.2 The duties of the principal's assistant will be developed collaboratively between the principal and the principal's assistant to reflect the interests and abilities of the principal's assistant.
- 6.3 A principal's assistant may be asked to provide additional assistance to the principal in general operation of the school, such as:
- 6.3.1 bus duty; patroller organization/supervision and resolution of student issues;
 - 6.3.2 development of supervision schedules;
 - 6.3.3 emergency response; and,
 - 6.3.4 school event organization (conferences, school council, etc.).
- 6.4 A principal's assistant will not be involved in performance appraisals of staff members.

7. Payment

- 7.1 A principal's assistant is paid an annual allowance.
- 7.2 When a principal's assistant assumes the role of teacher-in-charge, the principal's assistant will complete a time sheet for the principal's signature, using the guidelines set out in item 4.2 above so that the per diem allowance can be paid promptly.

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