

Unfilled Elementary Teaching Job Process

2022/01/12

Please follow this process for any unfilled teaching positions at your school. We will need to be consistent in our approach to balance the importance of in person learning for students and maintaining healthy and safe learning and working spaces for all.

Decisions to reassign school-based staff need to be based on prioritizing the safety and learning of students. This may mean that the same staff member may be assigned to cover vacancies for several days in a row, depending on need.

Steps to be Followed to Fill Vacant Positions

1. If you have an unfilled non-classroom position (e.g., Prep, Teacher-Librarian, ESL, CLST or LST), leave the staffing as is and work to fill any supervision duty vacancies. If a Prep, T-L, ESL, CLST or LST position is picked up by an Occasional Teacher (OT), the OT is to be reassigned to fill an in-person classroom vacancy within the school in alignment with the requirements of the collective agreement.

2. If you have a virtual classroom teaching position that is vacant due to an absence, the learning for this class will become asynchronous for the day. A message will need to be posted on the digital platform to inform the students and their families. If a virtual classroom teaching position is picked up by an Occasional Teacher (OT) and have an open homeroom position, the class will also become asynchronous for the day and the OT is to be reassigned to fill an in-person classroom vacancy within the school. If the OT is reassigned, Administration is responsible for notifying the class of asynchronous learning for the day and posting asynchronous work to the learning platform. This cannot be assigned to the OT that has been reassigned or to the absence classroom teacher.

Note: Please monitor the number of asynchronous days for virtual learners. If, in your opinion, students are being disadvantaged multiple asynchronous days then please use other prep positions to fill vacancies for the virtual teacher when all homerooms are filled.

3. If you have an unfilled homeroom position, please reassign the Teacher-Librarian, Prep Teachers, CLST, and/or ESL Teachers to cover that vacancy, as needed. Reassigning staff should be based on prioritizing the best and most appropriate support required for students.
4. If unfilled homeroom positions remain, LST(s) are to be reassigned to support vacancies within the school.
5. If you still have an unfilled homeroom position, reach out through Teams or text (please establish as a COS) to the COS to identify if there are any unused Itinerant teachers within the COS. All administrators should check this process each morning to help support their colleagues. If none are available from the COS, the COS Superintendent will check in with the Senior Team to attempt to locate another proximal Itinerant teacher.
6. Moving forward LSS staff will be deployed by centrally through the COS Superintendent. If you still require additional staff at this stage, please contact your COS Superintendent. A short-term plan will need to be in place.
7. If classroom positions remain unfilled, a school with multiple administrators should place one of those administrators into remaining vacant homeroom teaching positions as able.

8. As an absolute last resort, you may place two classes in the same division into a large space such as your gym or library/learning commons with a large physical gap maintained between homerooms and supervised by one teacher/admin.

Please keep your COS Superintendent apprised of patterns and any expected absences that will require redistribution of classrooms. School Superintendents will be provided with a daily report at 5 p.m. of school-based absences in TVARRIS for the following day. These will be reviewed nightly.

As we cancel prep due to unfilled vacancies, it is critical to track these days and plan for prep-payback to honour the collective agreement. Should you find yourself in a position where you feel you cannot pay back prep in a timely fashion, please contact your COS Superintendent to develop a plan. Teachers should be given 2 days' notice of prep payback per the collective agreement.