

OSSTF Limestone District 27

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FAQs for New and Occasional Teachers Hiring and Tips

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Acronyms and Definitions

OT – Occasional Teacher

OT Roster – A list of Occasional Teachers in order of their seniority with the Board

LTO – Long Term Occasional Position

TPA – Teacher Performance Appraisal

Roster – the name given to the OT Seniority List

What do I have to do to get a permanent teaching job?

With rules that came in with Bill 115, Teachers need to go through many steps to get a regular teaching position. The process includes getting on the OT Roster of a School Board by applying, teaching at least 20 days in 10 months, getting on an LTO List by applying, teaching a four-month LTO (or equivalent) while having a satisfactory TPA, then applying for a regular position. This set of rules has been set out in Regulation 274.

What is Regulation 274?

Regulation 274 is a set of rules released by the Ontario Ministry of Education. It sets out the rules to progress to getting a regular teaching job.

To whom does Regulation 274 apply?

All qualified Teachers who are seeking a job with a School Board. This includes experienced Teachers –even those from within Ontario- looking to move to another Board, Teachers who have moved to Ontario and newly qualified Teachers.

Why was Regulation 274 created?

There was some politics involved but the stated aim was to remove nepotism from the process. This has not been the result. It does, however, include seniority provisions in the OT List (the Roster) and Boards must first consider more experienced Teachers before new Teachers.

What is the hiring process for Teachers under Regulation 274?

The new hiring process for teachers is outlined as follows:

1. Apply and successfully get on the OT Roster; then
2. Be on the Roster for at least 10 months and teach at least 20 full days in that time; then
3. Apply and successfully get on the LTO List; then

4. Teach a four-month long, or equivalent shorter lengths that add to a four-month, LTO position and have at least one TPA without having an unsatisfactory rating; then
5. Apply and successfully get a regular position.

If I am a regular Teacher and I am declared redundant, do I have to apply to be on the OT Roster or the LTO List?

No, you are automatically placed on the OT Roster and the LTO List by virtue of having a regular position.

What is considered a Long Term Occasional (LTO) Position?

In Article 49 of the Collective Agreement, an Occasional position is considered to be an LTO if an OT replaces the same Teacher for 10 consecutive days. A position must be advertised if the absence is over 20 days.

What is the process to get on the OT Roster?

1. Apply;
2. Get chosen for an interview depending on qualifications needed by the Board;
3. At the interview, you will be asked a series of questions. In addition you may be asked to make a prepared presentation and/or a written component.

What is the process to get on the LTO List?

The application and selection process is very similar to that of the OT Roster but you must have been on the OT Roster for at least 10 months, and have worked as an OT for at least 20 full days. Seniority on the OT Roster is to have an influence in the selection.

When does the LTO List open up?

Whenever the Board feels that they need to replenish the list to ensure there are Teachers with needed qualifications. There is no set timeline.

What is the interview like?

The Limestone District School Board has adopted an interview process that has a combination of questions, a presentation, and/or a written component.

How will the employer decide who to interview and hire for the OT Roster?

The Board will fill OT Roster positions by first selecting a group of people to interview based on their application package and then selecting who to hire based mostly on what they deem to be the best interviews.

How will the employer decide who to interview and hire for the LTO Position?

The Board will fill LTO positions by interviewing the five teachers from the LTO list who have:

- Required qualifications
- Order of seniority
- Have agreed to be interviewed

How will the employer decide who to interview and hire for a regular teaching position?

The Board will fill regular positions (from the LTO list first) by interviewing the five teachers who have:

- Completed a four-month LTO (or equivalent) in which the Teacher has not received an unsatisfactory performance appraisal
- Required qualifications
- Order of seniority
- Have agreed to be interviewed

How will I know when there are job postings for the OT list or the LTO list?

All jobs for Limestone District School Board are now posted through Apply to Education: <http://www.applytoeducation.com>

Will I have to pay to be a member of Apply to Education?

This depends on your situation. If you are not an employee of the Board, you will have to pay a service fee on the website to apply to educational jobs in Ontario. Once you become an employee for LDSB, the Board will then cover the costs of being an Apply to Education member.

Can I still apply for regular teaching positions even if I haven't worked a four-month LTO?

Since full-semester absences are considered regular teaching positions, there are not many four-month LTO positions. In order to support our newer Members, the Board and Federation have agreed that the Board will recognize multiple shorter LTOs (but they must be LTOs) if they collectively add up to at least four months. There must have been at least one TPA during the LTOs with none resulting in an unsatisfactory rating.

What if I have not met the requirements to apply such as have had very little LTO experience or not the preferred qualification? Can I still apply for contract vacancies or jobs that prioritize LTO list employees?

Even if you have not completed the requirements or have the specific qualifications, it may be beneficial to apply anyway. There are instances, while infrequent, where there are no other applicants or none have met all the requirements. Apply if you feel confident and comfortable with the teaching assignment advertised.

What if I am not successful in my interview?

If following an interview, a Teacher is not successful, the Teacher is entitled, on request, to have a discussion with the administrator that interviewed them and get a debriefing on how they can improve moving forward. These debriefings are often vital as they indicate the way in which that Board wants applicants to answer.

How do I notify the Board that I have a new teaching qualification if I am on the Occasional Teacher Roster?

Please notify Erika Reynolds if you have a new teaching qualification. Erika will then notify Helen Hill. Helen will then add the qualification to your profile in SmartFind. If you have not notified Erika then you may not be called to for job for which you are qualified.