The Classroom and Occasional Teacher *Team*

It is important to remember that occasional teachers are certified teachers and should be treated with the same respect as any other member of your staff. By the very nature of their work experience, occasional teachers can provide a great deal of insight into our educational system. It is in the interest of the classroom teacher, the occasional teacher and the students that everyone works together as an effective team.

OSSTF/FEESO advises that classroom teachers:

- Prepare your students, when possible, for your absence.
- Be clear with your students about your expectations in the event that an occasional teacher is brought in to cover your class.
- When possible let your teaching colleagues know when you are going to be away so that they can support the occasional teacher.

OSSTF/FEESO suggests that classroom teachers:

- Leave a clear seating plan on the desk and a class list.
- Leave instructions for any emergency procedures specific to your room or students.
- Leave washroom and break protocols.
- Leave information to indicate access to resource rooms, student success teachers or other supports as appropriate.
- Leave a name and room number for another teacher on staff who might provide support to the occasional teacher.
- Be clear in your expectations for the period/day. Set specific goals for the period as it helps to keep students motivated and on-task.
- Ask for summary notes from the occasional teacher.

After you have had an occasional teacher cover your class:

- Reflect on the summary notes from the occasional teacher.
- Follow-up with students who were disruptive for the occasional teacher.

If you encounter an Occasional Teacher in your workplace, make them feel welcome and offer them your support.

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