



Employee Services - Secondary Teaching Office

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MEMORANDUM

Date: August 28, 2023

To: All Secondary School Principals and Vice Principals

Cc: Michelle Teixeira, President, District 12, OSSTF

From: David Moore, Senior Manager, Secondary Teaching

Re: **Secondary Staffing 2023-2024
COVERAGE AND SUPERVISION**

This memorandum provides information on coverage and supervision as modified in the latest Collective Agreement.

Definitions

- **Alternative Professional Assignments:** Periods during which Teachers may be assigned to coverage/supervision in accordance with the Collective Agreement and Workload Accord. (Previously, commonly referred to as “On-Call” periods)
- **Professionally Managed Activities:** With respect for the new culture that both the Board and the Union are committed to establishing, it is the expectation of both parties that these activities will be part of the Teacher’s professionally managed time.

Coverage and Supervision:

- **Coverage** is defined as coverage of a class or classes on an occasion when a Teacher is absent for part of the school day, on an occasion when an Occasional Teacher is late for an assignment or on an occasion when a full day teacher absence entered in SmartFindExpress is not picked up by an Occasional Teacher.
- A full day field trip is considered to be a full day teacher absence unless the Teacher is taking his/her first class of the day on the trip.
- Continue to keep an Emergency Replacement Person (ERP) roster.
- Continue to combine classes where it is pedagogically appropriate.

- **Supervision** may be assigned by the Principal “from time to time” in advance at specified periods throughout the school year. Under the terms of the Letter of Understanding in the Collective Agreement, the Principal may assign supervision in advance as follows:
 - The first and last week of a semester or school year.
 - Immediately prior to or during examinations.
 - The week prior to Christmas Break and March Break.
 - In conjunction with any special event or circumstances within the school.
 - Where the Principal reasonably anticipates a special need.
- Regular supervision of the library or of a gym cannot be scheduled; all supervision must be on a “from time to time” basis.
- **Regular classroom Teachers, Guidance Teachers, Library Teachers and Special Education Teachers** will be available for assignment of coverage and supervision for up to 27 + 5 half periods in accordance with the Collective Agreement.
- **Curriculum Leaders and Assistant Curriculum Leaders** will be available for assignment of coverage and supervision for up to 14 half periods in accordance with the Collective Agreement.
- Alternative Professional Assignments **for Co-operative Education Teachers** will be to identify and support at-risk students for Student Mentoring **in lieu of coverage and supervision**.
- **Alternative School Teachers, Alternative Program Teachers including ECPP, ESL Reception Centre Teachers** where the working environment, program requirements or timetables for Teachers are considerably different from other secondary schools/programs, will continue to provide student instruction, teacher mentoring, student mentoring and supervision in the same collaborative and consultative manner that has been implemented at each site. After consultation with the schools and programs, the Board and Union will further refine the Workload Accord to define by site and program the model for Alternative Professional Assignments. **Please see Appendix A for further clarification.**

DEVELOPING A SCHEDULE FOR AVAILABILITY FOR COVERAGE AND SUPERVISION:

- The Principal sets the schedule; the School Staffing Committee monitors the schedule and the usage of assignments. School Staffing Committees will review equitable distribution of coverage and supervision. Based on utilization, Principals may review and revise the coverage and supervision schedule of availability.
- The established reporting process for coverage and supervision will continue and will include the reporting of teacher coverage used for full day teacher absences. Individual school templates will be prepared and emailed to schools.

Secondary Teacher Coverage and Supervision Utilization Survey is to be completed monthly and forwarded to Melissa Wells in Secondary Staffing. A hard copy of the completed monthly form should be given to the School Staffing Committee.

- The initial schedule of availability will be shared at the beginning of the school year and/or semester with all Teachers.
- Any updated schedules of availability will be posted in a visible location (i.e., by teacher mailboxes).
- **The Schedule of Availability:**
 - Needs to be transparent, flexible and predictable. Coverage and supervision shall be equitably assigned on a rotating basis with the objective being to equalize assignments.
 - Must provide for Teachers to be available for coverage and/or supervision during each period of the school day.
 - May need to be reviewed and revised during the semester based on the actual number of times a Teacher was used for coverage and/or supervision.
 - This may mean that some Teachers are scheduled to be available more often during a week/cycle than others. Example: Teachers A, B, C and D have Alternative Professional Activities time in period 5 and Alternative Professional Assignments time in period 4. Teacher A may be scheduled for being available for coverage during period 4 on day 1 and day 3, Teacher B may be scheduled to be available during period 4 on day 2 only, etc. After half of the semester has passed, an examination of the actual number of times a Teacher was used for coverage and/or supervision may reveal that Teacher A has been given assignments much more frequently and so the schedule will then be adjusted. Teacher B will be scheduled to be available for coverage during period 4 on day 1 and day 3 and Teacher A will be scheduled to be available during period 4 on day 2 only.
 - All Teachers will be scheduled as available in half periods that are clearly identified on the coverage and supervision schedule.
 - Teachers may request to be scheduled in blocks. For example, Teachers may ask that they be assigned in full periods, instead of half periods (thus each full period covered will count as 2 half periods). Where possible, Principals may accommodate such requests.
 - The Workload Accord provides that only Co-operative Education Teachers will not be assigned coverage and supervision.
 - In some cases where schedules cannot be printed on individual teacher timetables, timetables will include the notation “coverage and supervision - see posted schedule” and the schedules will be posted within the schools.

The schedules can be adjusted over time and that should be noted on the schedule.

THE ADDITIONAL 5:

- If any individual Teacher reaches the cap of 27 half periods and there are no other Teachers available in that time slot to be used for coverage and/or supervision, that Teacher may be assigned to up to 5 additional half periods. These may be used for coverage and/or supervision.
- At the end of the year if the total number of assignments for coverage and/or supervision for a Teacher exceeds 27 half periods, the amount by which it exceeds 27 shall be subtracted from the Teacher's maximum 27 half periods to a maximum of 5 for the next school year.

Appendix A

Coverage and Supervision Issues in Alternative Schools and Programs including ECPP and ESL Reception Centres

- After consultation with the schools and programs, the Board and Union will further refine the Workload Accord to define by site and program the model for Alternative Professional Assignments.
- The primary options are listed below.
 - Teacher is assigned six time-tabled periods which may include periods for Student Success Mentoring of identified at-risk students for whom the Teacher will be responsible assisting/advocating.
 - Alternative Professional Activities.
 - Available for coverage/supervision in accordance with the Collective Agreement.

OR

- Teacher is assigned six time-tabled periods.
- Assigned to identification of at-risk students within their program and provides student mentoring through professional management of their time.
- Will not be assigned to coverage and/or supervision.

OR

- Teacher is assigned six time-tabled periods.
- Alternative Professional Activities.
- Available for coverage and/or supervision in accordance with the Collective Agreement.