

**RATIONALE:**

It is the District's intent to hire first Certificated Teachers, where available and suitable for employment with the District. However, when there is a shortage of Certificated Teachers, the District may hire Non-certificated teachers for on call employment, subject to the provisions of the School Act and the Collective Agreement between the Board and the Cariboo-Chilcotin Teachers' Association, to perform the normal duties of a teacher. The hiring of Non-certificated teachers may be specific to a particular geographic region.

PROCESS:

1. A list of approved non-certificated teachers-on-call will be maintained with Human Resources.
2. Prior to placement on the approved list, the applicant will be interviewed and hired as per the District's hiring procedures.
3. The District will actively seek to recruit and hire the applicant with the best qualifications. Applicants with a university degree and successful experience working with children will be preferred. All applicants must have completed their grade 12 education to be considered.
4. All non-certificated teachers-on-call will be provided with applicable District policies through orientation.
5. The rate of pay for non-certificated teachers-on-call is set at 75% of the salary of a category 4-0 certificated teacher-on-all, per the Collective Agreement between the Board and the Cariboo-Chilcotin Teachers' Association.
6. Non-certificated teachers-on-call may be removed from the teacher-on-call list should they not be suitable for continued employment per Human Resources.
7. Non-certificated teachers-on-call will be dispatched daily for work, when work is available through the Central Dispatch Office, unless employed in a rural school where dispatch is not available. In rural locations, Principals will offer work, when available should there be no certificated teacher-on-call available.