

Elementary English LTO Pool Placement Process
Frequently Asked Questions
March 2024

How do I apply?

Please apply to the posting using Job Code: 3690701 on apply to education. The posting will close on April 2nd at 2PM

Why has this pool process been introduced?

The English LTO Pool Placement process is a pilot for the 2024-25 school year. The intention is to reduce the volume of interviews required by occasional teachers in both June and August.

Does my status on the LTO Hiring List count towards the EN Pool?

No, this process is separate from the previous LTO Hiring List that was in effect under Regulation 274. The Regulation was repealed and the LTO Hiring List no longer exists. If you wish to participate in this pool, you would need to complete the electronic interview process.

If I do not meet the pool criteria or I am unsuccessful in my interview for the pool, can I still work for the OCDSB?

Yes, you remain eligible to apply to and interview for any vacancies that you have access to on Apply to Education, including contracts, LTOs and DOT assignments. You will also remain on the elementary occasional teacher's roster and can complete daily occasional work.

As well, the pool only applies to the vacancy lists in June and August. There will be a high volume of LTO vacancies to apply to during the Fall reorg and throughout the school year.

If we exhaust the number of pool applicants to place in June/August, the vacancies would be made available in Apply to Education and you would be eligible to apply and interview for a position.

Will pool participants be placed into contract assignments?

No. The EN Pool Placement process is limited to long term occasional assignments.

Does it have to be 3 consecutive months of LTO experience to be eligible for the pool?

Yes, the criteria is that you must have completed a 3 month long term occasional assignment (of any FTE), within the last five (5) years. (September 1, 2018 - June 30, 2023). The 3 months must be in one LTO assignment behind the same absent teacher. Being in an assignment of six months or greater reflects that you have had a more fulsome exposure to the teaching role.

Can my experience in the current school year be considered?

The pool criteria was developed and agreed upon by the Board and the union (OCEOTA). In order to be consistent with our practices and fair to all occasional teachers working in the 2023-24 school year, we will not be including this work in the criteria. For example, there may be teachers scheduled to work six months from January to June that would not have completed the work at this time but are scheduled for a six month period within this year. Experience accumulated in 2023-24 would be considered for the pool process next year if the process continues.

Will my experience with another Board count towards the 3 month work requirement or the daily experience calculation?

No, the only experience taken into consideration for this process will be with the OCDSB.

How will the daily OCDSB experience calculation for placements be determined?

The Board will run a report of the number of daily occasional days worked, including time worked in an LTO assignment, throughout your time as an occasional teacher with the OCDSB. Teachers will be ranked in order from the highest number of days to the lowest number of days for placement into LTO assignments.

Will I be placed into a position that I don't want?

No, placements result from the positions that you apply to and are conducted based on qualifications and a daily OCDSB experience calculation. We would not place you into an assignment to which you did not apply.