

Elementary English LTO Pool - Update to eligibility criteria & posting extension

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To:jamieson.dyer@ocdsb.ca <jamieson.dyer@ocdsb.ca>

MEMORANDUM

TO: Elementary Occasional Teachers
FROM: Callie McPherson, Team Manager, Occasional Teaching
Dianne Robertson, Team Manager, Elementary Academic
DATE: 27 March 2024

RE: UPDATE TO POOL ELIGIBILITY CRITERIA & POSTING EXTENSION: Elementary English LTO Pool Placement Process

This memorandum is intended to make you aware of an update to the eligibility criteria required to participate in the 2024 Elementary English LTO Spring staffing pool

Job Posting: 3690701
Posting Close Date: Tuesday, April 2nd at 2:00PM

Criteria * UPDATE

The pool process is open to approved OCDSB elementary occasional teachers and part time elementary contract teachers that are on the OCDSB elementary occasional teacher roster.

Applicants must meet all of the following criteria:

- be on our Occasional Teachers roster;
- be in good standing with the Ontario College of Teachers;
- be able to provide two (2) reference checks from an OCDSB school administrator, one from their most recent LTO assignment; and
- have completed a **3 month long term occasional assignment** (of any FTE), within the last five (5) years. (September 1, 2018 - June 30, 2023)

Part time elementary contract teachers that are also on our elementary OT List are eligible to apply but would only be eligible for placement into an LTO assignment FTE that does not overlap with their contract FTE.

Process

Candidates that meet the criteria below will complete an electronic, pre-recorded, interview via Interview Stream in April 2024. Interviews will be conducted in accordance with the [Equitable Recruitment, Hiring & Promotion Policy](#). Candidates will be provided with a specified period to record their responses and to submit them to the Ottawa-Carleton District School Board (OCDSB). School administrators will be responsible for the evaluation of the pre-recorded interviews.

Successful candidates will be placed into LTO assignments via a June vacancy list and an August vacancy list. Vacancy lists will be shared with pool participants to apply and rank in order of preference. Placements will be conducted based on qualifications and a daily OCDSB experience calculation. Candidates will not be assigned to a position to which they did not apply. Placements will not extend to the Fall reorganization process or mid-year hiring.

Special education vacancies will be excluded from this process and will be posted at the same time as List 2B & List 3. Participation in the EN LTO Pool process does not prevent an elementary occasional teacher from applying to a contract or special education LTO assignment. If an Occasional Teacher accepts a Special Education LTO through interviews, they are considered staffed, in accordance with the LTO staffing rules, and would not subsequently be placed via the Pool process.

Timelines

March 6- April 2	Posting for 2024-25 English LTO Pool in Apply to Education
April 8 - 12	Screening via InterviewStream platform
April 17 -May 31	Principal and Vice Principal interview assessments
June 24-26	Vacancy List shared with pool participants
July 2-5	Placement Process
August 2-9	Vacancy List shared with pool participants
August 12-16	Placement Process

Placement of pool participants would not extend to the Fall reorganization or to mid-year hiring.

If you have any questions we ask that you please review the [2024 Spring Staffing Pool FAQ](#) sheet.

For additional questions not answered by the above FAQ, please contact Callie McPherson Team Manager, Occasional Teachers at callie.mcpherson@ocdsb.ca or Dianne Robertson, Team Manager, Elementary Academic at dianne.robertson@ocdsb.ca.

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