

Elementary English OT Pool Staffing Process
Frequently Asked Questions
February 2025

Why has this pool process been introduced?

The English OT Pool placement process is a revised pilot for the 2025-26 school year. The intention is to reduce the volume of interviews required by occasional teachers in both June and August and potentially into the Fall.

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 The Regulation was repealed and the LTO Hiring List no longer exists.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 apply to the posting on Apply to Education.

If I do not meet the pool criteria 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 and potentially the Fall reorganization (depending upon the volume of pool participants). There will be a high volume of LTO vacancies to apply to 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 English OT 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. (December 31, 2019 - December 31, 2024). The 3 months must be in one LTO assignment behind the same absent teacher. Being in an assignment of three months or greater reflects that you have had a more fulsome exposure to the teaching role. Five (5) months of experience as a Designated Occasional Teacher (DOT) will also be considered.

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.