



Authority Policy 4005

TEACHER IN CHARGE

Legal References: The Education Act, R.S.O. 1990, Chapter E.2, Part VI, Boards Duties and Powers
Regulation 298 Operation of Schools-General, Duties of the Principals Sec. 11-111

Related References:

Effective Date: May 2015

Revisions:

Reviewed:

1. Preamble

1.1 KidsAbility School Authority, in compliance with The Education Act, R.S.O. 1990, Chapter E.2, Part VI, Boards Duties, and Powers and Regulation 298 Operation of Schools-General, Duties of the Principals Sec. 11-11.1 ensures that KidsAbility School Authority is overseen by a Teacher-In-Charge during the absence of the Principal.

2. Teacher in Charge

2.1 The Principal shall appoint a Teacher-In-Charge or one or more alternate(s) for the Teacher-In-Charge on an annual basis. The Principal shall designate the Teacher-In-Charge and alternate(s) from amongst the teachers within the school at the Waterloo location.

2.2 The Teacher-In-Charge and alternate(s) are voluntary positions.

2.3 The Teacher-In-Charge will be required, upon request of the Principal or the Principal's designate to monitor the school when the Principal is unavailable. If the Teacher-In-Charge is unavailable when called upon, the Principal shall call upon the alternate(s) to fulfill these responsibilities.

2.4 The Principal shall provide to the Teacher-In-Charge and alternate(s) a written outline of the duties and responsibilities of the role of Teacher-In-Charge prior to assuming their duties. The Principal shall provide training to the Teacher-In-Charge and alternate(s) on an annual basis prior to assuming their duties.