



Procedure 5005

Teacher- In-Charge

Revisions: March 2015

Reviewed:

1. General

- 1.1 Teacher-In- Charge is acting on behalf of the Principal.
- 1.2 Teacher-In- Charge cannot evaluate teachers or suspend students
- 1.3 When dealing with parents/community members, the Teacher-In- Charge will identify herself/himself as the Teacher-In-Charge acting on behalf of the Principal.
- 1.4 Education Act defines the duties of the Principal (Section 236)

2. Expectations

- 2.1 Meet with the Principal to review all of the duties
- 2.2 Become familiar with procedures, supervision, and special circumstances particular to KidsAbility School and KidsAbility School students
- 2.3 Review procedures and routines with occasional teachers and educational assistants hired for a day that a Teacher-In- Charge is acting on behalf of the Principal
- 2.4 Review the day with KidsAbility Executive Assistant for updates

3. Teacher-In-Charge Binder

- 3.1 A Teacher-In- Charge binder is in the office, and has all procedures and guidelines necessary for the role of Teacher-In- Charge including:
 - 3.1.1 School fan-out for emergency situations
 - 3.1.2 Class lists – Educational staff, therapists and students
 - 3.1.3 Student information – Name, address, telephone number, emergency contact, community school, bus route, bus driver
 - 3.1.4 Stock Transportation
 - 3.1.4a) Students living in outside areas for p.m. bus cancellations
 - 3.1.4b) Stock Transportation telephone number 519-742-6224
 - 3.1.5 Occasional Teacher and Educational Assistant Listings
 - 3.1.5a) Telephone numbers – Teachers

- 3.1.5b) Telephone numbers - Educational Assistants
- 3.1.6 Medical Information
 - 3.1.6a) Medical binder in office with medical information, prescription medication, medication log and medical emergency procedures for each student
 - 3.1.6b) Student pictures and medical information posted in the office and classrooms