

Title: **TEACHER IN CHARGE**

Adopted: May 2015

Reviewed:

Revised: March 2015, May 2015, October 2023

Authority: Ontario Education Act: Sec 265

Ontario Regulation 298: Operation of Schools: Sec 11

**POLICY**

It is the policy of the KidsAbility School Authority that the school be overseen by a Teacher in Charge during the absence of the Principal.

**BACKGROUND**

1. The Ontario Education Act (sec 236) and Ontario Regulation 298: Operations of Schools (Sec 11) outlines the duties of the Principal

**GUIDELINES**

1. The Teacher-In-Charge and alternate(s) are voluntary positions.
2. The Teacher-In- Charge is acting on behalf of the Principal.
3. When dealing with parents/community members, it must be clearly indicated that the Teacher-In- Charge is acting on behalf of the Principal.
4. The Teacher-In- Charge cannot evaluate teachers or suspend students

**PROCEDURES**

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. 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.

1. 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.
2. On or before the day that a Teacher-in-Charge is to assume the relevant duties, it is expected that the Teacher-in-Charge will:

- meet with the Principal to review all of the duties

- become familiar with procedures, supervision, and special circumstances particularly KidsAbility School and KidsAbility School students

- review procedures and routines with occasional teachers and educational assistants hired for the day

- review the plan for the day with KidsAbility Executive Assistant for updates

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:
2. KAS School Staff Email distribution
3. Class lists – Educational staff, therapists and students
4. Student information – Name, address, telephone number, emergency contact, community school, bus route, bus driver
5. Occasional Teacher and Educational Assistant Listings

* Telephone numbers - Teachers
* Telephone numbers - Educational Assistants

1. Medical Information

- Medical binder in office with medical information, prescription medication, medication log and medical emergency procedures for each student

- Student pictures and medical information posted in the office and classrooms

**RESOURCES**

[**Ontario Education Act : Sec 265**](https://www.ontario.ca/laws/statute/90e02#BK442)

[**Ontario Regulation 298**](https://www.ontario.ca/laws/regulation/900298)