



eBook

Transitioning from Occasional to Permanent

*A Practical Resource for
Beginning and Experienced Teachers*

2022



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Note: This is the third of three eBooks in the “Get Hired Series

For the sole use of the webinar participant and eBook recipient

Section 1: Introduction

Introduction

The purpose of this *eBook* is to provide assistance to new teachers, occasional teachers and extended occasional teachers seeking a contract position in a district. It differs from the two other webinars in that it is based on the assumption that you have been successful in an interview but are now wanting to move into a new phase i.e. from occasional to extended occasional and from extended occasional to contract status. In our preparation for this *eBook* we have relied on some important perspectives of current principals.

At the same time, however, we have relied on two other factors that will play a major role in your attempt to be rewarded with a contract: the federations and contractual requirements and the most amorphous but equally important concept of the school as an open/closed system in the classical sense of the definition.

How this eBook is Organized

[Section 2: The Federations and Contractual Obligations](#)

- The Federations and Contractual Obligations
- A Typical Staffing Sequence
- Implications for You

[Section 3: The School as an Open and Closed Social System](#)

- The School as a Mini System message
- Assessing School and Staff Norms
- Fitting In but Being Your Own Person
- Looking for Your Own Space/Role in the School
- The Principal is Not the Only Key to Entry

[Section 4: What the Principals Are Looking For](#)

[Section 5: Interviews with Four Principals](#)

[Section 6: Target Districts and Target Schools:](#)

- Needs
- Enrollment History

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[Appendix A: Ontario School Board Teacher Hiring Practices \(PPM 165\)](#)

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Section 2: The Federations and Contractual Obligations

A school is part of a system usually called a district and that district is part of a much larger organization called a Ministry of Education or State Department of Education which exercises considerable control over the day-to-day management of the individual school. In addition, all provinces and most states have teacher unions or federations which, through the contracts that they negotiate with the district or province or state, exercise considerable power in areas pertaining to the conditions under which teachers apply for positions, manage their careers and make provisions for post-retirement including pensions, benefits etc. In other words, to understand your place in the world of public education, you must appreciate the conditions that surround you.

The Federations and the Government Regulations

In your particular case right now, those conditions pertain to staffing: who gets interviewed first, who gets interviewed at all and what levels you have to go through to get that much desired contract. In that most of the people taking this series are from Ontario, we have taken the liberty of including Ontario PPM 165 in “Appendix A” of this *eBook* which should give you all the details you need to know about Ontario’s directions for hiring.

To understand the Ontario Ministry’s pronouncements for hiring, let’s first review the regulation that is no longer in place (subject to specific collective agreement provisions). Regulation 274/12 Hiring Practices was revoked on October 29, 2020. It set out 3 main requirements with respect to teacher staffing:

- **Progression:** Moving from the occasional teacher (OT) roster to the long term occasional (LTO) list (*ie. must have taught as an OT for at least 20 days during a ten-month period within the last five years to apply for an interview to be considered for the LTO list*).
- **Seniority:** Hiring LTO’s into permanent positions (*i.e. only OTs on the LTO list who have completed a minimum of one LTO assignment at least four months long, and have both the required qualifications and highest seniority ranking, can be considered for permanent positions*).
- **Debriefings:** OTs who did not make the LTO list, an LTO assignment or a permanent position were entitled, upon request, to a debrief (*meet with the interview team to discuss their performance during the interview and how to improve their chances of being successful in future interviews*).

