Rationale

From time to time, the principal may be absent for professional reasons or due to illness or leave. In these cases, the effective operation of the school requires that a teacher in charge should be appointed.

Policy

In the absence of the principal, and there being no vice-principal, measures must be in place to appoint a teacher in charge. The principal selects the teacher who will be responsible during the absence. The Teacher in Charge will be paid TIC Rate established annually by the school council.

Procedures

1. Only a certified teacher may be appointed in charge when the principal is absent.

2. Remuneration is determined by School Council.

4. The principal will determine whether a substitute teacher will be hired to teach in place of the teacher in charge. The principal will review **Teacher-in-Charge: Roles and Responsibilities** listed below, with the candidate, prior to the TIC accepting the appointment.

5. When the principal is expected to be away for an extended period of time, an interim principal shall be appointed by the superintendent in consultation with pastor and School Council Chairperson.

6. Where an interim principal is appointed, he or she shall receive daily remuneration equivalent to $1/220^{th}$ of step One on the Principals' salary grid for that school, retroactive to the first day.

Teacher-In-Charge: Roles and Responsibilities

Preferred Qualifications
- Level 2 ERASE Bullying Training - this must be a priority (if the TIC is not currently trained to Level 2, send him/her to the next available Level 2 training, even if there is travel involved).
- Trustworthy and credible member of staff who has shown calm, good judgement when dealing with student behaviour issues and when speaking with parents.
- Preferred minimum of 3 years teaching experience in your building (lends to credibility, also knowledge of staff and protocols).

Responsibilities
To be reviewed/prioritized and decided upon by the principal at the beginning of each school year or new appointment.

Personnel
- Call TOCs and EA Subs to cover for absent staff (including coverage for Principal's teaching and supervision duties).
- Re-deploy existing support staff if there are 'holes' in coverage, or for sudden absences.
- Principal decides if a TOC needs to be in place for TIC to effectively manage the day's events/situations.

Student Behaviour
- Check in with 'high-flyers' / 'kids on the radar' as per Principal's instructions/routine.
- Support supervision at entry, recesses, and dismissal, as per Principal's instructions/routine. MBWA (Managing Behaviour by Walking Around)
- For major behaviour issues or incidents, follow procedures as established by the principal. Collect and record data from all students, staff, and bystanders. The TIC will follow the Violence Threat Risk Assessment (VTRA) protocols for emergencies and contact the CISPG Safe Schools coordinators. (Principal to provide TIC with contact information.)

Maintenance/Health & Safety
- Deal with emergency or urgent issues only. For example: if there is a water leak, the TIC will need to call maintenance people; if a child runs away from the school grounds, the TIC will need to call parents and RCMP.

Events / Programs
- Lead morning meeting / check-in with staff.
- Lead Assembly or other planned school events.

Finances / Payroll
- If Principal's absence is ongoing, the Superintendent and Finance Office will contact the TIC and the School Council Chairperson to determine next steps, depending on the situation.
- The TIC does not have signing authority for spending or approving projects.

Committees / Meetings
- If Principal's absence is ongoing, the Superintendent will contact the TIC and the School Council Chairperson to determine next steps depending on the situation.
- The TIC does not lead staff meetings or attend school council, PSG or parish council meetings on behalf of the Principal.

References:	*Date:* August 2023
	Revisions: