



**Durham District School Board  
Long Term Occasional (LTO) List Application**

**IF YOU ARE ALREADY ON THE APPROVED LTO LIST WITH THE DURHAM DISTRICT SCHOOL BOARD  
DO NOT APPLY TO THIS POSTING.**

We are now accepting applications from all eligible Occasional Teachers for the DDSB LTO list.

Per Regulation 274, an eligible Occasional Teacher is defined as a teacher that has:

- A. been on the board's roster of occasional teachers for at least 10 school months from the closing date of the posting; and
- B. taught at least twenty (20) days within the five years immediately preceding the day the application is submitted.

**If you were hired after September 30, 2018** you are not eligible to apply to the LTO list at this time.

**You must apply directly to posting (Job # 2754270) on [www.applytoeducation.com](http://www.applytoeducation.com)**

There are three (3) options to be placed on the LTO list. Candidates that are successful will not be added until all candidates that applied to the LTO list have been reviewed/interviewed. Candidates can only apply to one (1) option which is the option you will be evaluated under.

**Option A – Interview.** Panel consisting of **two** Administrators interviews Occasional Teacher with package and makes recommendation to LTO list.

**For Option A candidates must also submit the following:**

The names of two (2) DDSB Principals and/or Vice-Principals, who can comment on your performance in the classroom. And/or you can also submit up to two (2) DDSB appraisals from the last 3 years.

**Option B – No panel interview required.** An Occasional Teacher that meets the following requirements would be successful in being added to the LTO list:

**A) Elementary:** Within three (3) years of the LTO list posting being posted, held a **minimum 0.4 FTE LTO assignment that lasted a minimum of 60 school days.** *Multiple assignments cannot be combined to meet this requirement*

**B) Secondary:** Within three (3) years of the LTO List Posting being posted, held a **minimum 0.5 FTE LTO assignment that lasted a minimum of 41 school days.** *Multiple assignments cannot be combined to meet this requirement.*



**For Option B candidates must also submit the following:**

1. A positive performance appraisal on the LTO assignment must be submitted.
2. References from two (2) DDSB Principals and/or Vice-Principals from two other schools (not where the LTO was completed) must be submitted with the application.

**Option C** - No panel interview required. An Occasional Teacher that completed 80 supply days (days in LTOs are included). Occasional teachers that meets the following requirements would be successful in being added to the LTO list:

1. Within the year 2018/19 school year completed 80 supply days (days in LTOs are included)

**For Option C candidates must also submit the following:**

You must provide the names of three (3) DDSB Principals and/or Vice-Principals, who can comment on your performance in the classroom. You can also submit up to three (3) appraisals from the last 3 years.

**ALL Applications must include the following:**

1. OCT number in your profile
2. Resume - **MUST include a list of any DDSB LTO or extended assignments completed including dates, grades/subjects, and locations.**

Please check your email regularly for updates. Questions can be directed to [recruitment@ddsb.ca](mailto:recruitment@ddsb.ca)

***Applications not submitted via the posting on ApplyToEducation will not be considered.***

**THE POSTING CLOSES Monday, September 30th, 2019 at 4 P.M.**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**