

Delegation of Authority - Teacher-in-Charge

To: _____
(Teacher-in-Charge)

Date: _____

From: _____
(Name of Administrator)

Re: Delegation of Authority

You will be delegated authority as teacher-in-charge consistent with this memo from _____
to _____ (Date)

During this time frame, the principal and vice principal shall be away from the school. The principal can be reached by cell phone at _____, and the vice principal may be reached by cell phone at _____. The family of school superintendent may be reached through the Board Office at (519) 627-6762.

As part of the duties of teacher-in-charge you are being delegated responsibility for the following:

1. receiving reports about suspension and expulsion infractions from Board employees and transportation providers and communicating this information to an administrator at the earliest opportunity;
2. conducting an investigation to determine the nature of an incident, and in particular whether the incident is one for which a suspension or expulsion might be imposed;
3. reporting incidents for which a suspension or expulsion might be imposed to an administrator at the earliest opportunity;
4. providing information to a parent/guardian of a pupil about an incident causing the pupil harm, provided that the pupil is not an adult pupil and you are not of the opinion that reporting the information might put the pupil at risk of harm and not be in the pupil's best interest; and
5. implementing progressive discipline measures following the investigation of an incident that does not require consideration of a suspension or expulsion as a consequence; and
6. contacting the police in an emergency or in the event of an incident requiring police involvement in accordance with the Protocol Between the Police and School Boards.
7. when replaced with an Occasional Teacher, assuming administrative duties which require immediate attention and ensuring scheduled teaching duties of the Principal are completed. Such duties shall not include the evaluation of another member of the bargaining unit.

You must exercise your authority in accordance with the *Human Rights Code of Ontario*, the *Education Act*, Board policies and procedures and collective agreements.

Your authority with respect to these matters shall cease upon the return to the school of an administrator.

Teacher in Charge Signature

Date

Administration Signature

Date