



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

UPDATE TO CONTINUING EDUCATION INSTRUCTORS POLICY H.M.07

Day to day pours forth speech, and night to night declares knowledge. Psalm 19:2

Created, Draft	First Tabling	Review
January 8, 2018	January 16, 2018	
Peter Aguiar, Superintendent of Education and Student Well-Being, Area 4 Caitlin Kavanagh, Coordinator, Employee Relations & Policy Development		

RECOMMENDATION REPORT

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.

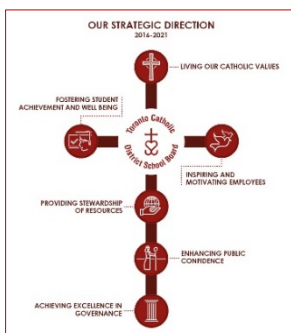
We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.

Rory McGuckin
Director of Education

D. Koenig
Associate Director
of Academic Affairs

A. Sangiorgio
Associate Director
of Planning and Facilities

T.B.D.
Executive Superintendent
of Business Services and
Chief Financial Officer



A. EXECUTIVE SUMMARY

This report recommends updating the current Continuing Education Instructor Policy (H.M.07) to incorporate changes to the Ontario certification of teachers, and the certification of instructors to teach English as a second language.

The cumulative staff time required to prepare this report was 5 hours

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance Policy Committee as it recommends policy revision.

C. BACKGROUND

1. The Continuing Education Instructor Policy (H.M.07) was approved on October 1977 and reviewed on October 16, 1986. It has not been revised or amended since.
2. In Ontario, teacher certification is now governed by the Ontario College of Teachers. The Ontario College of Teachers began operations on May 20, 1997. In 2010 the College introduced a new professional designation for members of Ontario's teaching profession-The Ontario Certified Teacher (OCT).
3. Instructors teaching non-credit English as a Second Language programs funded by the Government of Ontario or Government of Canada must hold a Teachers of a Second Language (TESL) accreditation.

D. METRICS AND ACCOUNTABILITY

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board if there are any significant changes to the certification of teachers in Ontario or to the Teachers of English as a Second Language accreditation.

E. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

Staff responsible for hiring instructors for non-credit continuing education programs will ensure awareness of this policy to anyone applying for a position.

F. STAFF RECOMMENDATION

Staff recommends that the revised Continuing Education Instructor Policy (H.M.07) provided in APPENDIX A be adopted.



POLICY SECTION: STUDENTS
SUB-SECTION: PROGRAMS
POLICY NAME: CONTINUING EDUCATION
**INSTRUTORS FOR NON-CREDIT
PROGRAMS**
POLICY NO: H.M. 07

Date Approved: October 1977	Date of Next Review: January 2023	Dates of Amendments: January 25, 2018
Cross References: Ontario Teachers of College Act 1996, Reg. 347/02: Accreditation of Teacher Education Programs (https://www.ontario.ca/laws/regulation/020347) Teachers of English as a Second Language (TESL) Association of Ontario (http://www.teslontario.org/accreditation)		
Appendix		

Purpose:

The purpose of this policy is to provide regulations on the hiring of instructors for non-credit continuing education programs.

Scope and Responsibility:

This policy applies to any non-credit continuing education program delivered by the Toronto Catholic District School Board.

Alignment with MYSP:

Strengthening Public Confidence

Fostering Student Achievement and Well-Being

Providing Stewardship of Resources



POLICY SECTION: STUDENTS
SUB-SECTION: PROGRAMS
POLICY NAME: CONTINUING EDUCATION
INSTRUTORS FOR NON-CREDIT
PROGRAMS
POLICY NO: H.M. 07

Policy:

Instructors of non-credit education programs shall be employed on a contract developed for instructors of **non-credit** continuing education **programs**. **The contract may be specific to the nature of the program.**

Regulations:

1. **All other relevant qualifications being equal, Ontario College qualified teachers will be given priority will be given to instructors holding the Ontario Certified Teacher (OCT) qualification** in the hiring of instructors for **non-credit** continuing education programs.
2. **Instructors hired to deliver non-credit continuing education English as a Second Language programs shall possess the Teachers of English as a Second Language (TESL) Ontario Language Instructor Certificate**



POLICY SECTION: STUDENTS
SUB-SECTION: PROGRAMS
**POLICY NAME: CONTINUING EDUCATION
INSTRUTORS FOR NON-CREDIT
PROGRAMS**
POLICY NO: H.M. 07

Definitions:

The Ontario Certified Teachers (OCT) designation is granted by the Ontario College of Teachers and required to teacher credit granting courses in Ontario.

The Teachers of English as a Second Language (TESL) Ontario Instructor Certification is designed for individuals interested in teaching adult ESL in Ontario, other Canadian provinces, or other countries.

Evaluation and Metrics:

The TCDSB will ensure the highest level of instruction in non-credit continuing education programs by hiring qualified instructors who, when possible, also hold be an OCT qualification.