



VANCOUVER ISLAND WEST  
School District 84  
**POSTING FOR NON-CERTIFIED PERSONS ON CALL**

**NON-CERTIFIED PERSONS ON CALL REQUIRED**  
**Ray Watkins Elementary and/or Gold River Secondary**

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In situations when a Teacher Teaching on Call is unavailable, the District must employ a non-certified Person on Call to fill the need on a day-by-day basis.

The non-certified Person on Call would be expected to:

- a. report for duty thirty (30) minutes prior to school opening in the morning, if sufficient notice is provided;
- b. meet with the Principal, or a teacher, to determine the teaching assignment and other educational service that will be required;
- c. provide appropriate instruction to students using the materials and lesson plans provided by the regular teacher;
- d. strive to achieve appropriate behavior and conduct of students, in a manner that is consistent with school guidelines and learning expectations;
- e. provide such assistance as is necessary for the supervision of students on school premises or at other school events;
- f. provide the Principal with a report, at the conclusion of the day, noting activities completed, including a summary of the progress made by students.

*The non-certified Person on Call must be available on short notice. The rate of pay is \$160 per day and pro-rated for part days. Employment is subject to an approved criminal record check.*

**Inquiries can be directed to the School Principal at 250-283-2220 or 250-283-2538.**

If you are interested in this on-call employment opportunity, please submit a completed application form, cover letter and resume to:

Annie James, Human Resources Administrator  
Vancouver Island West School District 84  
PO Box 100, Gold River, BC V0P 1G0  
E-Mail: [ajames@viw.sd84.bc.ca](mailto:ajames@viw.sd84.bc.ca)

Application forms are available at [www.sd84.bc.ca](http://www.sd84.bc.ca), 'Employment Opportunities'.

*Successful applicants will be required to complete short pre-employment courses prior to the commencement of employment. Information will be provided.*