

OFFICE OF EDUCATION GUIDELINES TO DOCUMENTATION REQUIRED FOR SCHOOL STAFF

ALL documentation must be on file at the Office of Education **BEFORE** staff commence working at the school.

	** Provincial certification	* Criminal Record Check	Statutory Declaration	*** School Board Approval
PAID HELP				
Teachers on T.O.E.		with certification		
Teachers - part-time (less than .5)		with certification		
Chaplains & Pastors		RCMP or MOE		
Substitute teachers		MOE		
Replacement teachers		MOE		
Aides, secretaries, etc		MOE		
Bus drivers	appropriate, current licence	MOE		
UNPAID HELP				
Overnight chaperones		RCMP		
Regular school volunteers		RCMP		
Occasional school volunteers				
DRIVERS				
Vol/R	driver abstract on file	RCMP		
Vol/O				
SERVICE PROVIDERS e.g. social worker, psychologist, self-employed contractor, etc		Check credentials or CRC. Don't just take their word for it that they are who they say they are. This does not have to be done every time they come in but always the first time they visit your school.		
HIRING CHILDREN 12-15 - as per the <i>Employment Standards Act</i> children aged 12-15 may be hired by a school only if written parental consent from the child's parent or guardian has been obtained.				
PARENTAL LETTER needs to be signed and dated by the parent and should make reference to the following:		OFFICE OF EDUCATION requires the following before employment can commence:		
- the type of job the child will be doing		- the board action to hire the student for a specific job		
- applicable training that will be given, and continue to be given, where necessary		- a copy of the parental letter of consent, signed and dated		
- confirmation that appropriate safety measures are being taken				

SUPPORT STAFF

* Ministry of Education (MOE) CRC to be done through the Office of Education (OE); RCMP CRC is done locally

LETTER OF PERMISSION **must be processed through the Office of Education**

** A Letter of Permission (LOP) may be required if certification is not in place **before** the teacher enters the classroom. The LOP is for 3 months and **must be** in place **before** employment begins.

*** School Board Approval is to be granted each year except for continuous employees.