



Interim (1 yr) 1st Negotiator & Staffing Officer

Work Day & Additional Meeting Expectations

- Working days and holidays follow a regular school calendar and work hours are 8:00 am - 4:00 pm, Monday to Thursday and 8:00 am - 3:30 pm Friday at the D16 Office in Newmarket.
- Attend and report to the T/OT Council at monthly meetings, including the AGM and Branch President retreat.
- Attend and report to the T/OT Executive at monthly Executive meetings.
- Attend additional Executive meetings and Bargaining Unit events when necessary.
- Convene and direct the work of the Negotiations Committee with the direction of the T/OT Executive.
- Attend the Protective Services Conference and the Protective Services Regional Provincial meetings.
- This position may involve additional evening and weekend commitments.

Roles & Responsibilities

Including but not limited to (please see constitution for full description):

- Be responsible for the preparation, presentation and approval of the Teacher/OT Bargaining Unit negotiating brief and the negotiating bottom lines.
- Be the spokesperson (or assign a spokesperson) for the Teacher/OT Bargaining Unit while involved in direct negotiations with the YRDSB.
- Along with the Teacher/OT President (or designate) act as the spokesperson for any external questions about the state of negotiations.
- Report to the Teacher/OT Bargaining Unit Executive on trends in bargaining which may have an influence on the Teacher/OT Bargaining Unit's negotiations.
- Be responsible for the training of the members of the negotiations committee.
- Schedule and organize, as necessary, the negotiations committee for preparing the negotiating brief and bottom line positions for proposal to the Executive.
- Be a member of the Teacher/OT Bargaining Unit Grievance Committee.
- Assist in the day-to-day operation of the Teacher/OT Bargaining Unit Office.
- Report to the T/OT BU Executive on a regular basis of the status of Provincial, Local and PRN negotiations.
- Monitor the implementation of the Collective Agreement,
- Support and train In-school Staffing Committees to fulfill their duties as identified in the Collective Agreement.
- Assist Branch Presidents and members to understand the Collective Agreement
- Communicate to Branch Presidents and members in a timely manner to inform them of staffing timelines and processes.
- Assume such reasonable duties as may from time to time be delegated by the Teacher/OT Bargaining Unit President.

Compensation

The Bargaining Unit First Negotiator/Staffing Officer continues to be paid on the grid as they would be being a classroom teacher in addition to an Executive member honorarium, mileage costs, and expenses.

Selection Process & Application Deadline:

The position will be filled via a T/OT Council vote based on speeches occurring at the June 11th Council Meeting at 3:00 pm (release time will be provided if needed).

DEADLINE for Expression of Interest: Tuesday, June 10th by 12 Noon. Interested members should email Scott West, District 16 T/OT DEO at scott.west@osstfd16.on.ca