

FREQUENTLY ASKED QUESTIONS FOR TTOCs



WHAT TO DO WHEN YOU'RE CALLED:

1. Enter your PIN #. My PIN # is:

2. Listen to and follow the prompts.

3. Record your job number. (this is not essential but in the event that there is a dispute about a job, you will have a record)

WHAT TO DO AFTER YOU'RE CALLED

1. Contact teacher if insufficient information was provided from the AMS.
2. Be prepared for the weather in case there is a fire alarm or other emergency procedure.
3. Be prepared for any grade level as you may not always know what specific grade you will be teaching.

WHAT TO DO AT THE SCHOOL

1. Check in with the Administrative Assistant and ask for:
 - Teacher's folder which should have class lists, health concerns, Worker Risk Reduction Plans, IEP information and emergency procedures
 - Keys
 - Computer log in information (if needed)
 - Ask for any specific information you should know about the school
2. Find out where the First Aid room is so that you can report any injuries or incidents that occur while you are at work.
3. Find out who the Staff Rep is and the Health & Safety Rep in the event you need their help.
4. Teachers should leave work to be done during their scheduled **prep**.

Administrators may re-assign a TTOC during that prep block only in the case of emergencies. However, if requested to do other work during the prep block, remember to always do what an Administrator directs you to do. Report these instances to your staff rep. or contact the union office.

WHAT TO DO AT THE END OF THE DAY

1. Leave notes for the teacher about the day, events that happened or anything the teacher should know in preparation for the next day. (It might be a good idea to leave a handwritten note as well as writing an email to the teacher in the event that a different TTOC is in that class the next day)
2. Do any marking that is reasonable.
3. Tidy up the room and desk.
4. Remember to return the keys.

WHO TO CONTACT

1. If issues arise at the school regarding students or parents, contact the Principal/Vice Principal (P/VP)
2. If issues arise regarding the P/VP, contact your staff rep.
3. If you are injured, threatened, bullied or suffer a “near miss”, contact the First Aid Attendant. Make sure to use the Prismatic Reporting System (available on the ‘staff’ section of SD71 website) in the event you need to file a WCB claim.
4. If issues arise with another teacher, remember to follow the BCTF Code of Ethics and talk to the teacher first. Do not talk about teacher to teacher issues with the P/VP (unless it is an issue with student safety) or to another teacher/EA.
5. For other questions, contact the President or Vice President at the CDTA office:
- lp71@bctf.ca or Vicepres@cdta71.org or call (250) 338-1461 -