

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, IEP information and emergency procedures
 - Keys
 - Computer log in number
 - 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 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.

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 it is documented 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:
 - Pres71@cdta71.org or Vicepres@cdta71.org or call (250) 338-1461
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NAVIGATING THE SCHOOL DISTRICT EMPLOYEE WEBSITE

– You will need your username (first.last) and password.

1. Sd71 home page >> resources for staff >> teacher resources >> AMS web portal.
You can find information such as:
 - My Job/My Absences – you can view or change your job, look at your work board and record when you are unavailable.
 - ** It is a good idea to record when you are unavailable so that you don't get inadvertent calls which can slow down the system. For example, if you have another job on Monday and Tuesday, record your unavailability on these days and you won't be included in the system for a call out.
 - My Info – Individual information, current and future assignments and assignment history
 - Dashboards – information on your dispatch profile

2. HR Information – SD71 homepage >> Resources for Teachers >> Human Resources.

You will find information on:

- Job postings
- Forms
- AMS Web Portal

>> Teaching Staff (login required). You will find information on areas such as:

- Who's Who at the School Board Office. There is no one assigned specifically to help TTOCs so you will have to scroll through the list and find the area in which you have questions. For example, pay schedules, benefits, International programs. For the best advice, contact the CDTA office for specific questions.
- TOC Handbook – there is some good information in this handbook. For the best advice, contact the CDTA.
- Leave of Absence information
- Teacher staffing process
- CDTA Collective Agreement (also can be found on cdta71.org website)

WHO TO CONTACT AT THE CDTA OFFICE

President – Nick Moore

Vice President – Shawn Holland

TTOC Advocate – Karen Langenmaier

Professional Development – Jacquie Anderson

Health and Safety – Mae Davis

Office Manager – Michelle Prior

(See complete list of CDTA Executive members on the CDTA website: cdta71.org)