



The Relationship Between Contract Teachers and TOCs: Roles and Responsibilities

This provides BTA members with the general expectations of teachers-on-call and contract teachers. We hope all members will take a few minutes to read this information, and keep it in their classrooms for reference. Please note that if any member has a concern about another, the BCTF Code of Ethics requires they contact the other person directly, and in private first.

TOCs have the right to:

- Keys for the classroom(s) they'll be teaching in
- **Daybook, plan for the day, required materials in an obvious location***
- **Information about the school (eg: school roles, staff list including BTA staff rep(s), school map, attendance procedures, emergency information, bell schedule)***
- **Profile(s) of the class(es) they'll be teaching (eg: designated students, allergies, those who attend other programs, preferred names of the students)***
- **Any classroom expectations specific to the teacher they're replacing***
- **Who they can see for help***
- The prep or NIS time of the teacher they're replacing (please note that only administrators can reassign a TOC, and only in emergencies)

TOCs have the responsibility to:

- Arrive at the school with enough time to prepare for the day
- Check in at the office
- Check for materials and the day plan; do any prep required
- Fulfill all the duties of the teacher they're replacing, including previously-scheduled supervision
- Follow the day plan as closely as possible to the best of their ability. Remember however that a TOC has full responsibility for what happens in a classroom. Should you have concerns about the material left or the needs of the classroom require a different activity, a TOC has full autonomy to do this.
- Mark the work assigned that day, if the teachers leave instructions on how to mark it
- Leave a day plan for the next day, should there be another TOC. This does not mean leaving lesson plans for the next day, but a general list of activities or subjects. It can be helpful to indicate where you got with particular activities and where the next teacher can pick them up.
- Ensure the classroom is left in the same state they found it
- Leave a note for the teacher they're replacing (what was accomplished, any issues, contact information for the TOC)
- Return keys

These are to be provided by the contract teacher being replaced.