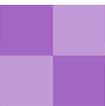
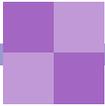


TEACHERS-ON-CALL

continued....

4. Preparation Time:
Collective Agreement Clause
D.22.3f: A teacher-on-Call shall be entitled to the preparation time normally scheduled for the teacher he/she is replacing in order to prepare for instruction, mark student work, prepare appropriate records, or carry out other specific duties assigned by the teacher being replaced. If a teacher-on-call does not require the preparation time, he/she will also advise the principal so that the teacher-on-call can be assigned to other teaching duties that will meet school needs.
5. Follow the day plan(s) left by the teacher, as closely as possible.
6. Mark all the work assigned for the day.

Continued....



TEACHERS-ON-CALL

continued....

7. Put up any board work required for the following day. (Shape of the day, the date).
8. Leave a note for the classroom teacher, detailing what was accomplished. Leave your contact information (e-mail, phone#, TOC#, unless this information has been left at the TOC sign-in book at the office.)
9. Pencil in a day plan for the next day, just in case another TOC is assigned to the job.
10. If you have any concerns related to your assignment, please contact the teacher directly. This is your responsibility under the Code of Ethics.
11. Return keys (if applicable).

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GENERAL REMINDERS FOR ALL BTA MEMBERS

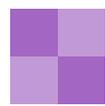


This brochure provides BTA members with the general expectations of Teachers-on-Contract and Teachers-on-Call.

Emergencies do happen!

When either a Teacher-on-Contract or a Teacher-on-Call cannot meet these expectations, often a note or verbal explanation is all that is necessary.

We hope all members will take a few minutes to peruse this information



TEACHERS-ON-CONTRACT

GENERAL EXPECTATIONS OF TEACHERS-ON-CONTRACT WHO WILL BE ABSENT:

1. Log your absence as early as possible. Please indicate your grade level for the TOC receiving the message. Asking the TOC office not to send a particular TOC could be a violation of the Code of Ethics.
2. It is common courtesy to call your school and let the office know you will be absent.
3. Leave a daybook for your TOC in a visible and obvious location, along with materials needed. In emergency situations, any additional information for the day could be emailed to the office to be delivered to the TOC before the start of the school day.
4. In accordance with district practice, the following information should be accessible to the TOC.

About the school:

- ◆ School roles
- ◆ Staff List
- ◆ School map

Continued....

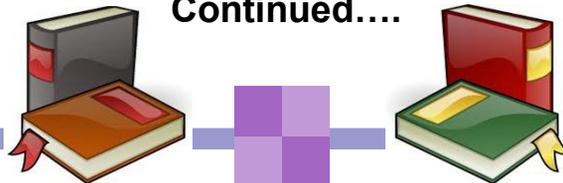
About the school: (continued)

- ◆ Attendance procedures
- ◆ Emergencies - fire/medical
- ◆ Staffroom/Parking information
- ◆ Bell Schedule/PA/Bulletin
- ◆ Equipment Procedures/location
- ◆ Secretary in charge of keys

About your class:

- ◆ Profiles of your class(es) include students who are designated, attend other school programs (esl, resource support, aboriginal program, allergies, etc.)
 - ◆ Lesson plans (blank copies) timetable
 - ◆ Seating plan(s)
 - ◆ Class list(s) (copies)
 - ◆ About your room (any specific procedures you follow, classroom expectations)
 - ◆ Who to see for help (e.g. another teacher, BTA Staff Rep)
5. If you have any concerns about your teacher replacement, contact this person personally. This is **your** responsibility under the Code of Ethics.

Continued....



TEACHERS-ON-CALL

GENERAL EXPECTATIONS OF TEACHERS-ON-CALL:

Please note that Elementary and Secondary schools may follow different procedures.

1. Arrive at the school at a reasonable time to give you an opportunity to prepare for your assignment. Check in/sign in at the office and request keys or any materials that may have been left for you.
2. Check for materials required including the attendance sheet. Inquire how this is recorded or submitted to the office.
3. You should fulfill all of the duties and responsibilities of the Teacher-on-Contract that you are replacing including instruction and previously scheduled supervision.



Continued....