

## **TEACHERS TEACHING ON CALL (TTOC)**

### **Background**

In order to provide a continuous, well-directed education program for students, the District shall employ the best available substitute teachers or instructors in the absence of the regular classroom teacher.

### **Procedures**

1. The District will maintain a list of all TTOC approved for service to the District. Files on all TTOC will be maintained by the District Office. TTOC are expected to file copies of credentials and document any previous teaching experience in the same manner permanent staff must, for salary purposes.
2. Principals becoming aware of teachers teaching-on-call available for work in District schools are asked to convey this information to District Office so necessary approval can be granted by the Director of Instruction/Human Resources.
3. The deployment of teachers teaching-on-call within a particular school is the responsibility of the Human Resources Department as assigned.
4. Cancellation of a booked TTOC is required by 4:00 pm the day prior.
5. TTOC are expected to fit into the organization of the school when they arrive and, in consultation with the Principal, to continue the work and activities that have been planned by the teacher they are replacing.
6. Teachers employed as TTOC must conform as closely as possible to the established routine and discipline procedures of the school. When the Principal expects a TTOC to perform non-instructional duties, the TTOC shall be informed of this at the time of engagement.
7. TTOC are expected to adhere to the same standards of professional conduct as regular teachers including conforming to the Code of Ethics of the B.C. Teachers' Federation.
8. Uncertified TTOC's may be employed if a B.C. certificated teacher is not available for service.

9. When a Principal is aware that a TTOC will be required for a period of twenty (20) or more consecutive days in the same teaching assignment, the Principal shall consult with the Director of Instruction/Human Resources and develop a staffing request for the teaching opportunity.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act  
Employment Standards Act

Approved: August 15, 2021  
Revised: