



Teachers Teaching On Call (TTOC) Handbook

2024/2025

Complied for SD20 TTOCs by your friendly KCTU TTOC Advisory Committee Representatives:

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Updated Jan. 14th, 2019 by Sasha Giraud.

Updated Nov 6th 2021 by Tina Caputo

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INTRODUCTION

Dear SD20 Teachers Teaching On Call (TTOCs),

Welcome! You are now a valuable member of the Kootenay-Columbia Teachers Union (“KCTU”). The KCTU Executive Committee consists of a Local President, 1st and 2nd Vice-presidents, Treasurer, Secretary, 2 Local Representatives to the BCTF, Chairs (Bargaining; Social Justice; Professional Development; Working & Learning Conditions; Aboriginal Education; French & Russian Education; Political Action & Local Election Contact), Staff Representatives from each school site, and 2 TTOC Advisory Committee Representatives. We are all here to support you, so please don’t hesitate to contact any one of your union reps if there is anything that you wonder about, are concerned about, or need advice on. We are all committed to addressing your concerns in a professional and confidential manner.

Ways to get involved in your union:

- All members (this includes you!) are welcome to attend the monthly KCTU executive meetings which are held on the first Wednesday of each month at the KCTU Office @ 860 Eldorado Street in Trail, as well as general meetings which are held at least three times during the school year.
- Any member can run for any position on the KCTU Executive Committee.
- There are also numerous school and district committees and positions for which any member can apply to be appointed to by the KCTU Executive Committee or by school staff (such as school-based ProD Committee or Rep, Occupational Health & Safety Committee, School Staff Committee, Social Justice Rep).
- All members of the BCTF can also get involved at the provincial level in different capacities, such as serving on provincial committees or perhaps becoming a workshop facilitator. These opportunities are posted on the BCTF website, in the Member Portal, under “Opportunities for Members.”

This handbook was developed to address questions that are often asked by new, as well as experienced, TTOCs in the district. Things do change over time, so while this handbook is current today, it will evolve over time as a living document. Keep informed, paying attention to any correspondence from the school district and/or your union regarding any procedural changes that may arise as time progresses.

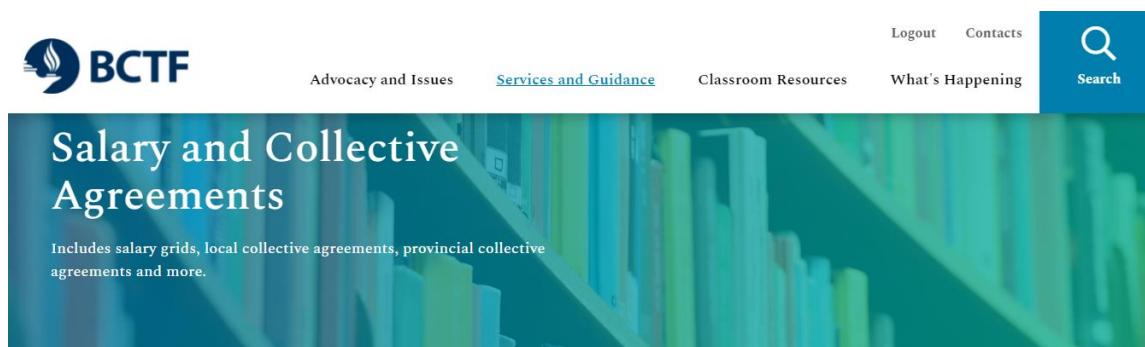
WHERE DO I FIT IN?

Here is a T-chart showing the differentiation between employer and union, at both the provincial and local levels. A Collective Agreement is in place which was bargained for by employer and union. See *Bargaining and Collective Agreements*, on the BCTF Website to learn about the process:

<https://bctf.ca/BargainingAndContracts.aspx>.

Level	Employer	Union
Provincial	BC Public School Employer Association (BCPSEA)	BC Teachers Federation (BCTF)
Local	SD#20 Kootenay-Columbia Board of Education	Kootenay-Columbia Teachers Association (KCTU)
“You Are Here”		
 SD20 Employee & BCTF & KCTU Member		
Collective Agreement between the employer and the union.		

Sign into your BCTF Member Portal to access PDF copies of the current Provincial Collective Agreement, our local SD20 Collective Agreement and the Salary Grids. These are all found under the Services and Guidelines Section.



⊕ [View Provincial Collective Agreement](#)

Read the provincial agreement online

⊕ [View Local Collective Agreements](#)

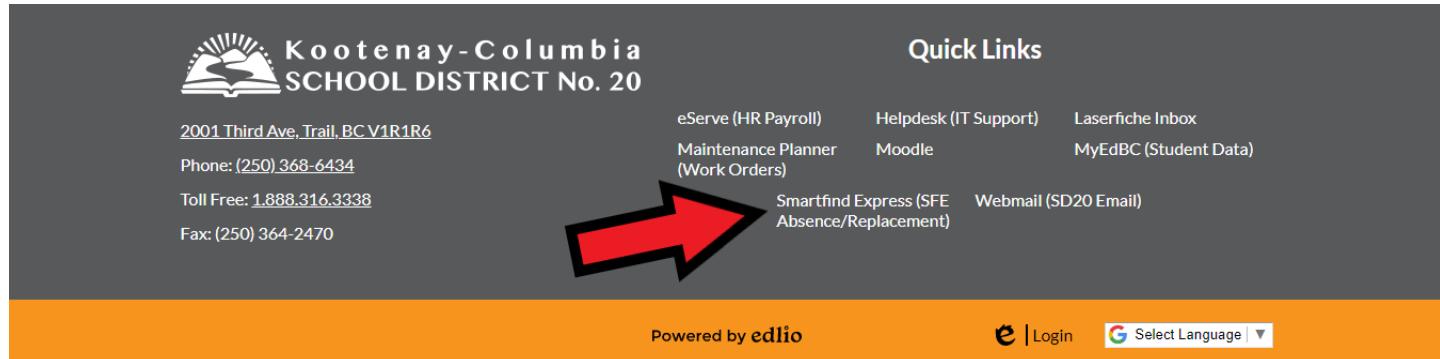
Access your local collective agreement

⊕ [View Salary Grids](#)

View salary grids for districts across the province

SMARTINDEXPRESS (SFE) TTOC CALLOUT SYSTEM

To log into the SFE system go to the SD20 website: www.sd20.bc.ca and select the [Smartfind Express \(SFE Absence/Replacement\)](#) link found at the bottom of the home page under the Quick Links.



For user guides, video tutorials, and general information regarding the Smart Find Express callout system go to:

- the user guide in the Help menu after logging into the SFE system
- or contact the SD20 SFE Operator, Tammie Andison at tandison@sd20.bc.ca; 250-368-6434, ext. 246

***Note: You will need to register with the system before you will be able to use it, and if you set up your availability incorrectly you will have issues receiving callouts.**

****If you are not receiving callouts, please follow up with the SFE Operator, with your KCTU President, or with one of your local KCTU TTOC Reps.**

Note: THE SYSTEM CALLS TTOCs DURING THESE TIMES:

	<i>TODAY'S JOBS</i>	<i>FUTURE JOBS</i>
Weekdays	6:00 am –8:00 am	6:00 - 8:00 pm (Mon-Thurs)
Saturday	N/A	N/A
Sunday/Holidays	N/A	6:00 - 8:00 pm

SCHOOL CONTACT INFORMATION

SD20 consists of schools spread over a variety of locations throughout the Kootenay-Columbia region. Following is contact information pertaining to each school site, as well as maps to help you navigate physically to each call out.

Fruitvale Elementary Box 580 (1867 Columbia Gardens Road) Fruitvale BC, V0G 1L0	Phone: 250.367.7541 P: ext 700 VP: ext 703 Admin Assistant: ext 701
Glenmerry Elementary 3660 Carnation Drive Trail BC, V1R 2W6	Phone: 250.364.1353 P: ext 550 VP: ext 572 Admin Assistant: ext 551
Webster Elementary 395 Schofield Highway Trail BC, V1R 2G5	Phone: 250.368.3242 P: ext 450 Admin Assistant: ext 451
Robson Community/Elementary 3131 Waldie Avenue Robson, BC V0G 1X0	Phone: 250.365.5922 P: ext 501 Admin Assistant: 500
Kinnaird Elementary 2273 10th Avenue Castlegar BC, V1N 2Z8	Phone: 250.365.8478 P: ext 751 VP: ext 753 Admin Assistant: ext 750
Twin Rivers Elementary 649 7th Avenue Castlegar BC, V1N 1R6	TR -Phone: 250.365.8465 TR-P: ext 650 TR-VP: ext 606 TR-Admin Assistant: ext 600
Castlegar Primary Campus 749 7th Avenue Castlegar BC, V1N 4E1	CP – Phone 250.365.5744 CP-PL ext 650 CP-VP: ext 649 CP- Admin Assistant: ext 652

<p>Rossland Summit School 2390 Jubilee Street Rossland BC, V0G 1Y0</p>	<p>Phone: 250.362.7388 P: ext 400 VP: ext 401 Admin Assistant: ext 402/403</p>
<p>JL Crowe Secondary 1300 Frances Moran Road Trail BC, V1R 4L9</p>	<p>Phone: 250.368.5591 P: ext 181 VP: ext 186/180 Admin Assistant: ext 187/188/189/190</p>
<p>Stanley Humphries Secondary 720 7th Avenue Castlegar BC, V1N 1R5</p>	<p>Phone: 250.365.7735 P: ext 301 VP: ext 300 Admin Assistant: ext 302/304/305</p>
<p>Kootenay-Columbia Learning Centres Trail Campus 2001 3rd Avenue Trail BC, V1R 1R6 Castlegar Campus 601 7th Avenue Castlegar BC, V1N 1R6</p>	<p>Trail Phone: 250.364.1275 P: ext 299 Admin Assistant: ext 263</p> <p>Castlegar Phone: 250.365.0771 VP: ext 333 Admin Assistant: ext 263</p>

YOUR SAFETY

If at any time you feel unsafe or threatened by students, parents, etc. you should immediately contact one of the following people:

- Principal,
- Vice-Principal,
- Case Manager (SST/LAT) for identified student(s),
- Child Care Worker,
- Child and Youth Care Worker,
- Indigenous Support Worker,
- your site-based Staff Rep or Occupational Health & Safety Rep,
- ***If you are unsure of what to do or who to contact, get a hold of your KCTU Local President for assistance:***
 - ***Email: lp20@bctf.ca or phone: 250-364-1740 or 250-304-8233 (Cell)***

You have a right to know about any safety hazards at your site including students who have Safety or Behaviour Plans, which should be communicated before your work starts for the day. If you are injured, intimidated, threatened, or experience an act of violence, a KCTU Staff Representative can help you work through the proper process for notifying your supervisor and completing the appropriate paperwork.

INFORMATION/SUPPLIES PROVIDED BY SCHOOL/CLASSROOM TEACHER

The following list of items should be made available to you by the classroom teacher, the school office, or a combination of both. If you are missing any of these needed items, please inform the classroom teacher/office which items are missing so they can be made available to you or to the next TTOC.

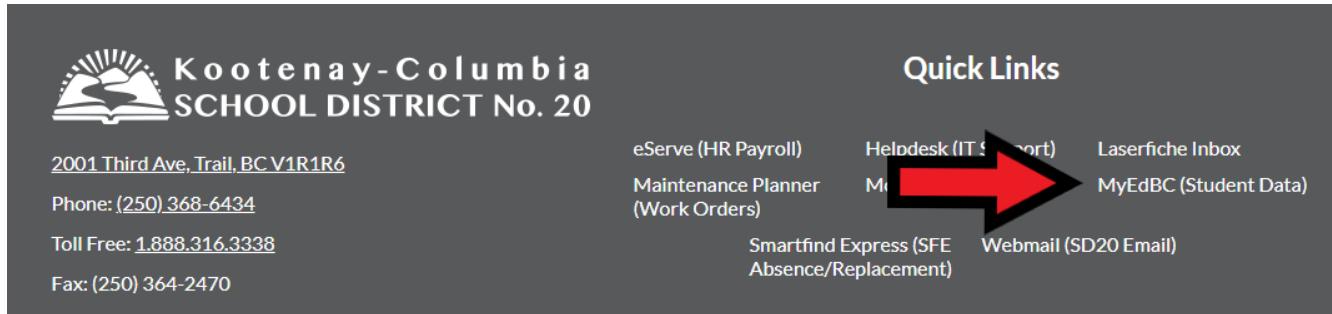
- Keys for the building and the classrooms you will be teaching in (important for safety/lockdown purposes)
- Current class lists of students (when MyEd/printers are unavailable to you)
- Classroom profile including IEP/Behaviour plans/Safety plans
- School wide medical alert information with photographs
- Map/layout of the school including fire exits
- Fire drill or other emergency procedures
- Access to a laptop or desktop computer to do attendance and run lessons
- Staff list with phone extensions
- School code of conduct/school policies
- School schedule with bell times
- Supervision schedule and guidelines
- Copies, or electronic version of, [TTOC Day End Report](#)/Checklist

MYEDBC – ATTENDANCE & STUDENT INFORMATION

Here is a link to the MyEdBC “Attendance Basics for Temporary Teachers” instructional video (note the video shows the old SD20 webpage, but the rest of the information is up to date):

<https://myeducation.gov.bc.ca/aspen/logon>

Located at the bottom of the [SD20 website](#) you will find several links you can click on:



When clicking on this link you will be prompted to sign in to MyEdBC:

The image shows the login page for MyEducation BC Prod. It features a header "MyEducation BC Prod". Below it are two input fields: "Login ID" and "Password". To the right of the "Login ID" field is a link "Request an account". To the right of the "Password" field is a link "I forgot my password". At the bottom is a "Log On" button with a small icon.

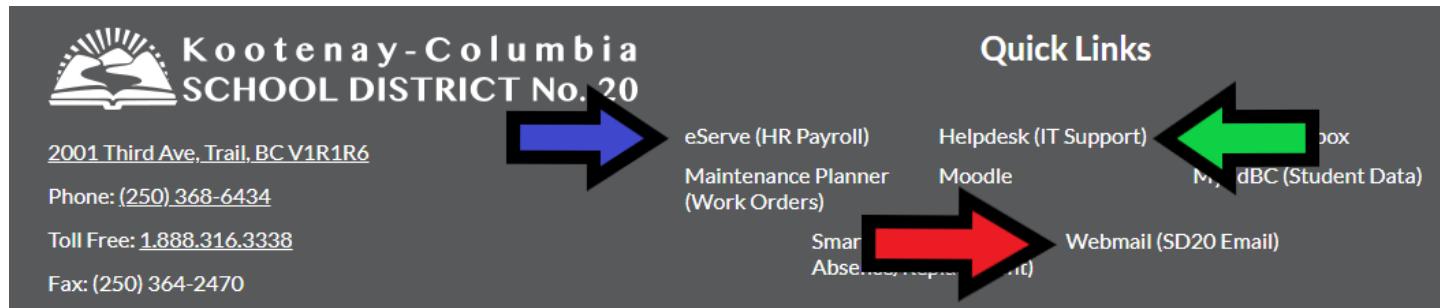
Contact the SD20 helpdesk for your MyEdBC login and user information if it hasn't already been supplied to you.

Your login ID will consist of your email handle followed by 20 (for example Amy Smith would have a login ID of asmith20).

A generic password is given to you by the SD20 helpdesk, and then you are responsible for resetting it to a unique password to you.

There is a **Help** tab located in MyEdBC once you are logged in. Go to the **Tools** tab and then select the **Help** tab. From there you can select from several items.

WEBMAIL/HELPDESK/ESERVE



WEBMAIL

To access your SD20 mail you click on the link located on the SD20 website.

The SD20 helpdesk sets up your email address and can reset your password with a generic one that you can then reset yourself. All SD20 emails will be sent through this webmail service.

HELPDESK

You can access the helpdesk by either calling 222 from any SD20 phone, by calling 250-368-2222, by emailing support@sd20.bc.ca, or you can put in a **Helpdesk** ticket by clicking on the button located on the SD#20 website.

ESERVE

eServe is also located on the SD20 website. This website has information regarding:

- Employee current pay scale
- Current job descriptions, including any current contract/s and compensation
- Personal information such as emergency contact and mailing address

It is a good idea to check periodically in eServe to make sure the school district has the most current and up to date information.

SD20 STAFF LOGIN

From the SD20 website click on STAFF at the top of the page to find important links to information such as Forms and Resources (including benefits, EFAP, HR and others), instructions for MyEdBC, SFE, Payroll and others, curriculum info and planning sheets, health and safety, and forms for professional development and staff forms. You will need your login information once you click on a link.

SD20 TTOC EXPECTATIONS

Jointly developed by KCTU and SD20 administration July 2007 and Updated by KCTU TTOC Committee Jan 8, 2018

During the school year we recognize that teachers will need to be away from their classroom for a variety of reasons. Teachers Teaching On Call (TTOCs) are capable professionals. A TTOC visit is viewed as a continuation of the quality educational program that occurs in all our classrooms. The purpose of this TTOC Expectations document is to ensure that all teachers, including TTOCs, and administrators are fully aware of the common expectations.

As a TTOC, I am committed to:

1. Arriving at the school site well in advance (at least 15 to 20 minutes is recommended) of the first bell (unless sufficient notice was not provided due to a last-minute assignment).
2. Checking in at the office for information regarding the assignment, keys, laptop, ID tag, TTOC Binder, or other TTOC procedures specific to the assignment.
3. Checking and reviewing the classroom daybook and classroom profile folder (TTOC Binder).
4. Checking what supervision duties I may have for the day.
5. Asking questions of staff and administration, if after having reviewed the classroom profile folder (TTOC Binder), I am still unsure about school routines, discipline expectations, or emergency procedures.
6. Talking to any Educational Assistants/Childcare Workers that may be in my classroom for support and information.
7. Adhering to the teacher's provided lesson plans as closely as possible and leaving a note if any changes or deviations were made. In the absence of plans, I will check with the office to see if any instructions have been left for me there.
8. Marking student work where reasonable.
9. Assisting students in the tidying up of the classroom, clearing desktops, and stacking chairs.
10. Following up on student discipline or academic problems.
11. Leaving a report to the teacher on how the day went, including what work was completed, behaviour issues, and anything else the teacher should know upon their return (See [TTOC Day End Report](#)).
12. Writing suggested lesson plans and setting out materials the regular teacher, or next TTOC, could use the following day (unless otherwise stated by the teacher).
13. Completing any additional preparation work for individual teachers as outlined in their daybook during a prep block.

14. Checking in at the office at the end of the day, and returning any keys, ID tags, laptop, etc.

Here are a few handy websites that have great ideas and some useful lessons/ideas for download:

- <https://www.teacherspayteachers.com/> (*some free and some for \$*)
- <http://www.canadianteachermagazine.com>
- <https://www.teachertube.com/> (*This version of YouTube is safe for the classroom*)
- Search for **“Just Dance” and “Just Dance Kids”** videos that can help give students a brain breaks (*but you should preview the videos beforehand so that there isn’t anything inappropriate in them*).
- <https://www.gonoodle.com/> (Free to sign up and great for movement and mindfulness activities)

IMPORTANT CONTACTS

Refer to the SD#20 website for the most current school district contact information.



SD20 DISTRICT CONTACTS 2024-2025

+1 (250) 368-6434

Benefits – dental, extended health, life insurance, medical	250 368 2221
Health / Safety (SD#20)	250 365 2247

Health / Safety (KCTU Rep)	Look at KCTU contact list
Human Resources	kctuhr@sd20.bc.ca
KCTU President	250 364 1740 lp20@bctf.ca
Help Desk	250 368 2222
Payroll KCTUpayroll@sd20.bc.ca	250 368 2336
Professional Development (TTOC)	250 364 1740
Seniority (KCTU, TTOC)	250 368 2240
SmartFindExpress (SFE) sfe@sd20.bc.ca	250 368 2246
Staff Rights, Obligations, Duties (Superintendent of SD #20)	250 368 2232
TTOC Advisory Committee Reps	kctu.ttoc@gmail.com

The Code of Ethics states general rules for all members of the BC Teachers' Federation (BCTF) for maintaining high standards of professional service and conduct toward students, colleagues, and the professional union. Members are advised to contact local union officers or appropriate BCTF staff for advice on how to proceed with issues related to the BCTF Code of Ethics.

1. The member speaks and acts toward students with respect and dignity, and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The member respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare. *The member follows legal requirements in reporting child protection issues.*
3. A privileged relationship exists between members and students. The member refrains from exploiting that relationship for material, ideological, or other advantage.
4. The member is willing to review with colleagues, students, and their parents/guardians the practices employed in discharging the member's professional duties.
5. The member directs any criticism of the teaching performance and related work of a colleague to that colleague in private. If the member believes that the issue(s) has not been addressed, they may, after privately informing the colleague in writing of their intent to do so, direct the criticism in confidence to appropriate individuals who can offer advice and assistance. **It shall not be considered a breach of the Code of Ethics for a member to follow the legal requirements for reporting child protection issues.*
6. The member acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in her or his professional union.
7. The member adheres to the provisions of the collective agreement.
8. The member acts in a manner not prejudicial to job actions or other collective strategies of her or his professional union.
9. The member neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
10. The member, as an individual or as a member of a group of members, does not make unauthorized representations to outside bodies in the name of the Federation or its locals.

Retrieved from <https://www.bctf.ca/ProfessionalResponsibility.aspx?id=4292>

TTOCs, please remember to submit your [TTOC Day End Reports](#) to the classroom teacher!

Classroom Teachers, please remember to give any/all feedback directly to your TTOC, in accordance with the BCTF Code of Ethics!

If you are involved in a situation that you feel you need further support with, please contact your KCTU Local President: Andy Davidoff lp20@bctf.ca, and/or your KCTU Local TTOC Representative/s, kctu.ttoc@gmail.com.

HEALTH - TAKING CARE OF YOURSELF

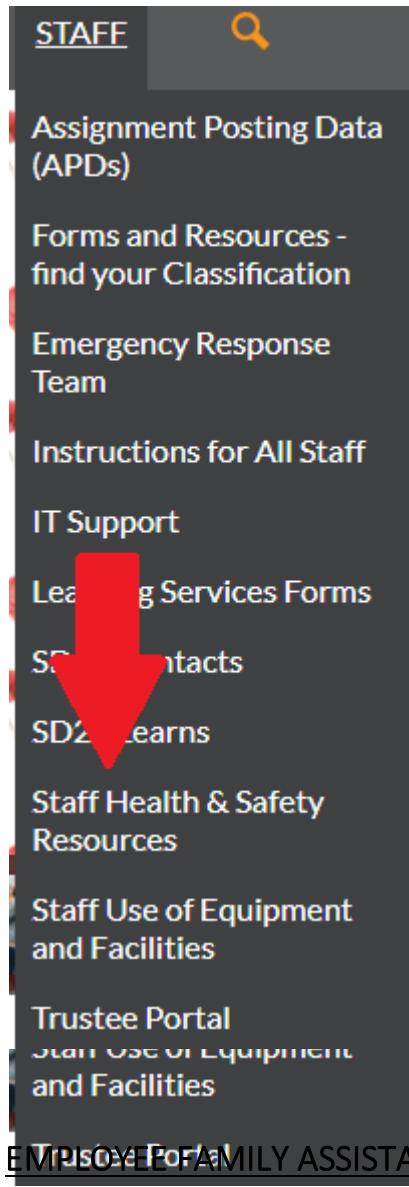
HEALTHLINKBC



As educators we need to take care of ourselves too.

Located under the SD#20 “Staff” tab you will find the HealthLinkBC link.

[HTTPS://WWW.HEALTHLINKBC.CA/](https://www.healthlinkbc.ca/)



The screenshot shows the SD#20 Staff portal. At the top, there is a navigation bar with a magnifying glass icon and the word 'STAFF'. Below this, a sidebar on the left lists various links: 'Assignment Posting Data (APDs)', 'Forms and Resources - find your Classification', 'Emergency Response Team', 'Instructions for All Staff', 'IT Support', 'Learning Services Forms' (with a large red arrow pointing to it), 'SD20 Contacts', 'SD20 Learns', 'Staff Health & Safety Resources', 'Staff Use of Equipment and Facilities', 'Trustee Portal', and 'EMPLOYEE & FAMILY ASSISTANCE PROGRAM (EFAP)'. The 'EMPLOYEE & FAMILY ASSISTANCE PROGRAM (EFAP)' link is underlined.

Staff Health & Safety Resources

H&S Forms

SDS Access

SDS User Guide

Safe Work Procedures and Practices

Start-Up Documents

The Employee & Family Assistance Program (EFAP) is a totally confidential service which is supplied by your employer as a benefit to all SD#20 employees.

Services through EFAP include counselling for employees and their families. Look on the SD#20 website for more information.

Go to <https://www.sd20.bc.ca/> → STAFF tab → Forms and Resources - find your Classification → Click the Teachers link → Click the EFAP link

EFAP



EMPLOYEE & FAMILY ASSISTANCE PROGRAMS

[Accessing the Homewood Health Membership Services Area](#)

[EFAP Homewood Health Solutions Brochure](#)

[Homewood Health Solutions Registration Login Instructions](#)

[Resource Brochure](#)

School District #20 employees and their dependent family members have access to a full range of health and wellness services as part of our benefits package provided under the Employee and Family Assistance Program.

Homewood Human Solutions will be providing Counselling Services, for when you need professional help with a challenging situation, as well as Plan Smart Services, a series of work life services for when you want expert advice, information and coaching that you can access and use in your own way.

School District #20 employees and their families can call 1-800-663-1142 any time day or night, 365 days of the years. In an emergency, face-to-face consultation can be arranged within hours. Instant support is always available over the phone. Please be assured when you use the program, it is in complete confidentiality.

For a comprehensive multi-media web-based orientation of the program and access to all of the e-services, you can visit Human Solutions' website at www.humansolutions.ca and then log into Member Services.

You should have received a package containing a letter, information on how to access the various online resources, a brochure detailing services available, a wallet card with contact information, and a fridge magnet with the contact information for home. If you do not have this package, please contact SD20 Human Resources at 250.368.2226.

BCTF STARLING MINDS AND OTHER ONLINE MENTAL HEALTH SUPPORT

[https://www.bctf.ca/services-guidance/wellness/access-online-mental-health-therapy-\(starling-minds\)](https://www.bctf.ca/services-guidance/wellness/access-online-mental-health-therapy-(starling-minds))



Advocacy and Issues

[Services and Guidance](#)

Classroom Resources

What's Happening



Search

Home > Services and Guidance > Wellness > Access Online Mental Health Therapy (Starling Minds)

Starling Minds is an online mental health and wellness toolkit, designed for teachers, that provides education and training to manage stress and prevent anxiety and depression.

Expand all

Access Starling Minds Mental Health Toolkit

1. Check if you are eligible
2. Have your BCTF Member ID number on hand
3. Get your BCTF Member Access Code
4. Register or Sign in for Starling Minds

[View All Services & Resources](#)

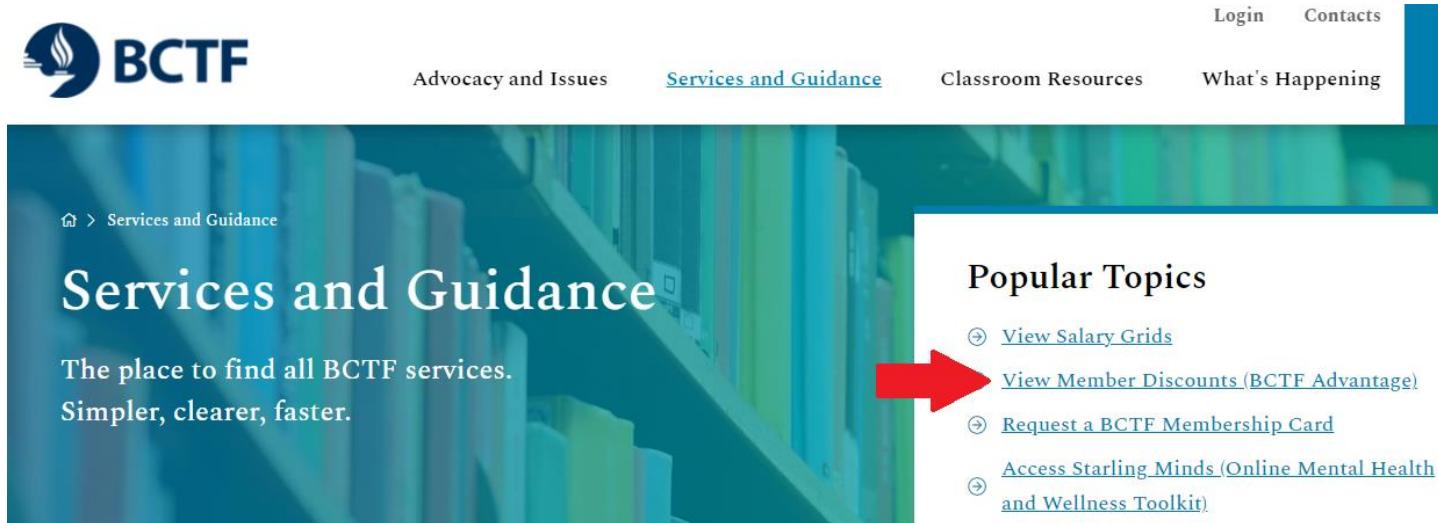
[Apply for Health and Wellness Program](#)
[Financial Assistance](#)
[Access Online Mental Health Therapy \(Starling Minds\)](#)
[Apply or Refer Someone to the Health and Wellness Program](#)
[Access Employee & Family Assistance Programs](#)
[Access Professional Counselling](#)

OTHER BCTF BENEFITS

BCTF ADVANTAGE

The BCTF has many member exclusive offers to various industries, such as insurance, travel, cars, health and fitness, financial services, marketplace (including cell phone plans) and real estate.

Find the full list, with details, at <https://www.bctf.ca/services-guidance/benefits/view-member-discounts-bctf-advantage>



The screenshot shows the BCTF website's 'Services and Guidance' section. At the top, there is a navigation bar with links for 'Login', 'Contacts', 'Advocacy and Issues', 'Services and Guidance' (which is the current page), 'Classroom Resources', and 'What's Happening'. Below the navigation is a banner with a background image of books. The main content area has a heading 'Services and Guidance' and a sub-headline 'The place to find all BCTF services. Simpler, clearer, faster.' A red arrow points to the 'View Member Discounts (BCTF Advantage)' link in the 'Popular Topics' sidebar.

BCTF PROVINCIAL SPECIALIST ASSOCIATIONS (PSA)

Take part in a Provincial Specialist Association (PSA) to join like-minded educators to share resources, ideas and support.

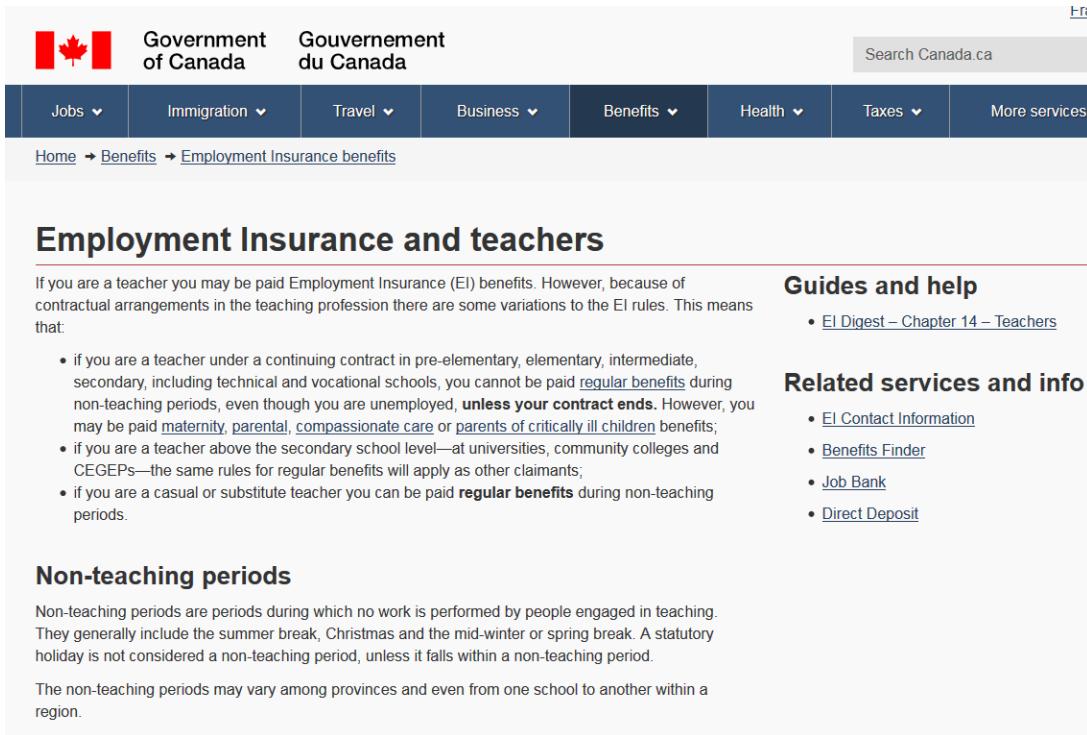
<https://www.bctf.ca/services-guidance/professional-development-and-teaching-profession/join-a-provincial-specialist-association>

APPLYING FOR EMPLOYMENT INSURANCE IN BC

As a TTOC, who does not hold a continuing contract (*no matter how small*), you are entitled to apply for EI benefits. There are three opportunities throughout the school, non-teaching periods, at which times you can apply for EI (provided you meet the necessary requirements).

- Winter Break
- Spring Break
- Summer Break

Visit the Government of Canada Employment Insurance benefits page relating to teachers for more information.



The screenshot shows the Government of Canada website for Employment Insurance benefits for teachers. The top navigation bar includes links for Jobs, Immigration, Travel, Business, Benefits (which is currently selected), Health, Taxes, and More services. The sub-navigation bar shows the user is on the 'Benefits' page, specifically 'Employment Insurance benefits'. The main content area is titled 'Employment Insurance and teachers'. It contains a note about contractual arrangements in the teaching profession, followed by a bulleted list of rules for teachers under EI. Below this is a section titled 'Non-teaching periods' with a note about statutory holidays. The right sidebar features a 'Guides and help' section with a link to 'EI Digest – Chapter 14 – Teachers' and a 'Related services and info' section with links to 'EI Contact Information', 'Benefits Finder', 'Job Bank', and 'Direct Deposit'.

If you are a teacher you may be paid Employment Insurance (EI) benefits. However, because of contractual arrangements in the teaching profession there are some variations to the EI rules. This means that:

- if you are a teacher under a continuing contract in pre-elementary, elementary, intermediate, secondary, including technical and vocational schools, you cannot be paid regular benefits during non-teaching periods, even though you are unemployed, **unless your contract ends**. However, you may be paid maternity, parental, compassionate care or parents of critically ill children benefits;
- if you are a teacher above the secondary school level—at universities, community colleges and CEGEPs—the same rules for regular benefits will apply as other claimants;
- if you are a casual or substitute teacher you can be paid **regular benefits** during non-teaching periods.

Non-teaching periods

Non-teaching periods are periods during which no work is performed by people engaged in teaching. They generally include the summer break, Christmas and the mid-winter or spring break. A statutory holiday is not considered a non-teaching period, unless it falls within a non-teaching period.

The non-teaching periods may vary among provinces and even from one school to another within a region.

Guides and help

- [EI Digest – Chapter 14 – Teachers](#)

Related services and info

- [EI Contact Information](#)
- [Benefits Finder](#)
- [Job Bank](#)
- [Direct Deposit](#)

Retrieved from: <https://www.canada.ca/en/services/benefits/ei/ei-teachers.html>

TTOC DAY END REPORT

To be filled out and submitted via email to the classroom teacher/s you are covering for & left in the teacher/s' mailbox or on their desk before leaving the site.

Assignment Information:

Date:
TTOC Name:
Phone number &/or email:
School Name:
Grade(s)/ Subject(s):
Teacher/s you are in for:

Notes regarding assigned, completed, and/or marked work:

Notes regarding suggested lesson plan/s for next class/day:

(i.e. where can the returning teacher, or next TTOC, find the lesson plans, and materials/resources for the next day?)

Notable Student Behaviour (Positive/Negative):

Student Name:
Student Behaviour:
Action Taken:

Notable Student Behaviour (Positive/Negative):

Student Name:
Student Behaviour:
Action Taken:

TTOC Expectations Checklist (have you met these expectations?):

- Followed lesson plan to the best of my ability; explanation provided if changes were made.
- Classroom left in order/clean/tidy at day's end.
- Filled out TTOC Day End Report to Teacher/s
 - (one copy emailed to teacher/s & one left in mailbox or on their desk).*
- Provided next day's lesson plans, materials/resources for next TTOC or returning teacher/s
 - (unless otherwise stated by classroom teacher/s)*
- Marked work where reasonable *(marking rubric, keys should be provided by classroom teacher)*
- *Attendance entered in MyEdBC or done on paper and submitted to office.

Other Observations/Comments/Concerns:

TTOC Secondary School End of Day Report

TOC: _____

Date: _____

Teacher: _____

_____ – Welcome Bell

Subject	Comments	Absent
Room _____		
_____ am		
Room _____		
_____ am		

_____ am		
	Lunch _____ pm	
Room _____		
_____ pm		
Room _____		
_____ pm		

Supervision Assignments/ Special Instructions: _____
