



Teachers Teaching on Call

New Hire Orientation

Superintendent's Welcome

Teachers Teaching on Call are extremely important people in our system. We recognize that your job is challenging, and often difficult. Please be assured of our support in whatever school and assignment you are placed.



There are many advantages to being a Teacher Teaching on Call in West Vancouver. You will work with a very dedicated and competent group of professionals. You will be exposed to a variety of innovative ideas and teaching strategies. In addition, you will have the opportunity to increase your self-confidence and broaden your understanding of Education.

I would like to thank you for the services you provide to our students. I hope that your teaching in our elementary and secondary schools will be a happy and rewarding experience.

*Chris Kennedy,
Superintendent of Schools*

WVTA Welcome



Welcome to West Vancouver and the ranks of the West Vancouver Teachers' Association ([WVTA](#)). As a Teacher Teaching on Call, you provide an invaluable service to other teachers and to students in West Vancouver.

The West Vancouver Teachers' Association is Local #45 of the B.C. Teachers Federation ([BCTF](#)), which has promoted public education, the teaching profession and the welfare of teachers for nearly eighty years.

Each school staff has a W.V.T.A. staff rep who is there to answer your questions and offer any assistance you require. Make sure to check notice boards for postings and notices about your association and federation. We encourage you to attend W.V.T.A. meetings and participate fully in the life of the local.

I wish you every success in your professional life.

*Rob Millard,
President West Vancouver Teachers' Association*

Deputy Superintendent's Welcome



I'd like to welcome you to the West Vancouver School District and specifically to our TTOC list. You have joined a talented group of educators and support staff whose primary focus is to provide a world-class education for our children. Our wide variety of unique programming, outstanding instruction, and our shared passion for innovation makes us a great place to work and learn. Our vision is simple: "We aspire to be the finest educational system in the country – for our children, our employees, our community and our world." You are now part of our team. Welcome to SD45.

Dave Eberwein
Deputy Superintendent

Human Resources

The Human Resources Department consists of:

Kim Martin, Director of Human Resources

Stephanie Mascoe, Human Resources Manager

Amy Yu, Human Resources Advisor

Hailey Mathiesen, Human Resources Advisor

Susan Noble, Teacher Teaching On Call Dispatch Clerk

If you wish to contact the Human Resources Department, please contact the School Board Office at 604-981-1000.

District Information

The School District 45 website provides information on programs and services. As a TTOC, you will find it useful to know the School Calendar, School Start Times and School Addresses.

This information can be accessed from the links below, and printed for reference.

[School Calendar](#)

[School Start Times](#)

[School List and Contacts](#)

As an employee of the District, you must also review and be familiar with the [Board's Administrative Procedures](#). These apply to all employees of the Board.

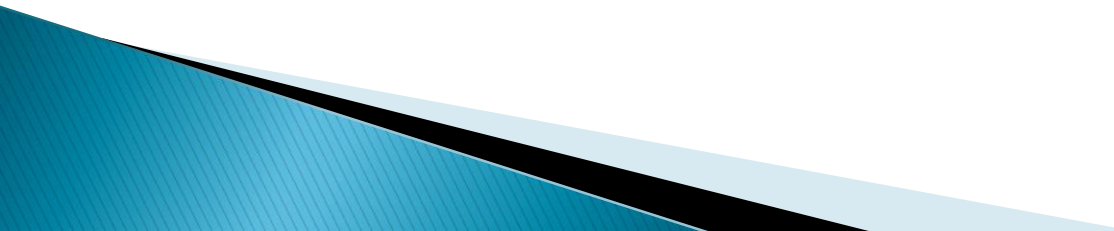
- Personnel 400
- Educational Instruction
- Bullying and Harassment

General Information

- ▶ **PERSONAL INFORMATION**

- Please logon to My45 to request a change of address or phone number and advise the Board Office immediately of a name change, etc.

- ▶ **UNION DUES**

- WVTA dues: \$0.55 per day
 - BCTF dues: 0.36% of daily rate
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Required Documentation

You will be sent a checklist of required documents. Ensure that these forms are filled out and returned to the School Board Office prior to work commencing.

We require copies of the following:

Teaching Certificate

Teacher Qualification Services (TQS) Category Card

BC Ministry of Education Membership Card

Copy of University Transcripts

Copy of SIN Card

Copy of a government issued photo ID

TD1 & TD1BC Personal Tax Credits Return forms

As per District Policy, you may also be required to undergo a medical examination depending the assignment.

Please contact **Susan Noble**, TTOC Dispatch Clerk, at **604-981-1036** if you have any questions regarding these forms.



Collective Agreement

- ▶ As a teacher in West Vancouver, you are required to be a member of the West Vancouver Teacher Association (WVTA)
- ▶ You are covered by the collective agreement provisions in the local agreement. A copy is available online

My45

School District #45 is on an automated dispatch system for daily teaching assignments.

You must keep your TTOC availability current in My45. If the system is not current it is not efficient in placing TTOCs for upcoming work assignments.

Failure to keep your availability current may result in being removed from the list. You will also be removed from the list if you are unavailable for three months.

Instructions can be found on the TTOC Quick Reference Guide.

How TTOCs are Assigned Work

All TTOCs are assigned work by My45, the automated call-out system.

- ▶ For next day or future bookings, TTOCs are contacted in the evening, from 5:00–10:00pm.
- ▶ For same day assignments, TTOCs are contacted in the morning starting at 5:30 a.m. and continuing until 1:30p.m.

You will be provided with the name of the absent teacher, the school, grade and/ or subjects, and any additional information available at that time.

If called, follow the prompt as explained in the TTOC Quick Reference Guide.

As a general rule, Teachers Teaching on Call are contacted according to:

- ▶ Collective Agreement obligations
- ▶ Principal/Teacher requests (specialty must match)
- ▶ Specialty areas
- ▶ Distribution of TTOC days

If, after accepting, a TTOC needs to cancel an assignment, please login to My45 and cancel as outlined in the Quick Reference Guide.



What is expected from the TTOC?

Be Prepared

- ▶ Keep a pen by your phone.
- ▶ Don't hesitate to ask for additional information from school administrators.

Be Punctual

- ▶ Be at the school at least 30 minutes before the regular start time.

Be Courteous

- ▶ If you know that you will be unavailable to teach on call (i.e. illness, other employment, etc.), update your availability on My45.

Verify your arrival

- ▶ TTOCs must sign in at the school office each day.

Bowen Ferry Information

Click here to visit the [BC Ferries Website](#) for current sailing times.

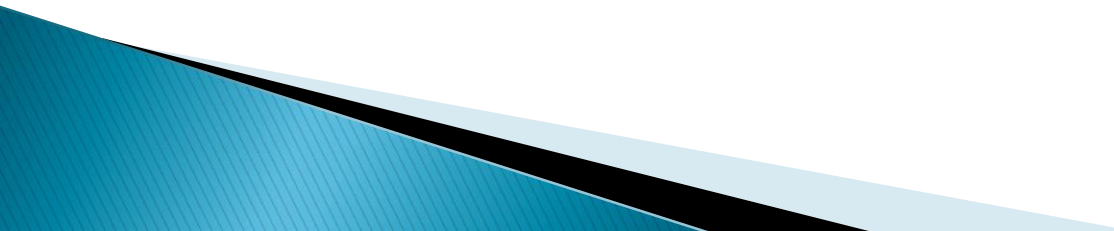
Please note the 10 minute ticket sales cut off before sailings.

First time TTOCs drive on to the Bowen Ferry and pay for the passage. TTOCs will be reimbursed for ferry costs at the main office once they arrive at the school. A pre-loaded BC Ferries Experience card will be issued to TTOCs for future travel to Bowen Island Community School. – The same applies if you travel as a foot passenger (see below), in case you are dropped off in Horseshoe Bay or get there by bus.

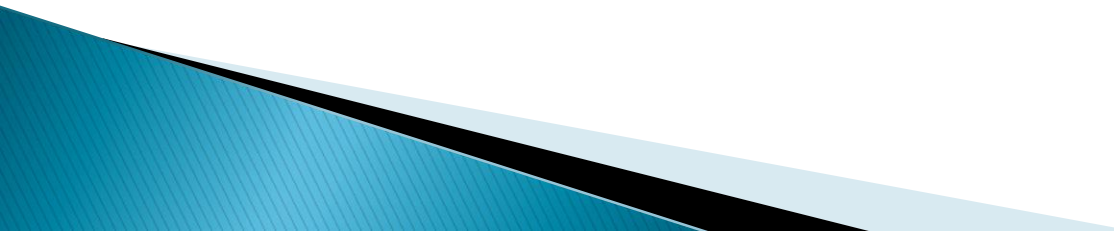
If you come across as a foot passenger: The school is located 8 minutes away, walking straight up the main road (Mt Gardner Road) on the right at the top of the hill. You can try to get a ride by connecting with school staff who are car-pooling in a few cars on the 7:00 AM and the 8:00 AM departures. The transit Bluewater bus on Bowen is also an option and runs from Snug Cove past the school.



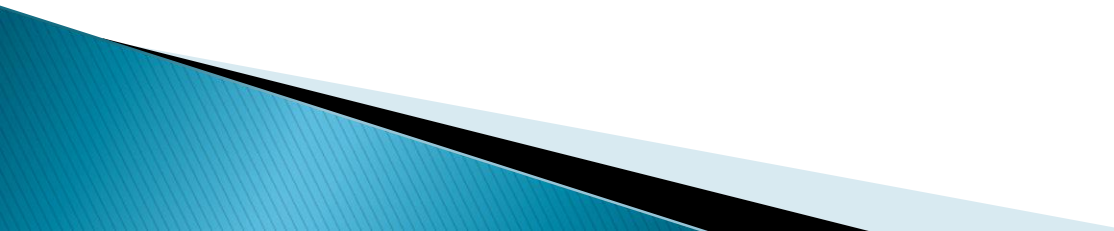
What TTOCs can Expect from our Schools

- ▶ A warm welcome and a brief orientation to the school when you arrive
 - ▶ A practical written guide, from the office, outlining school routines and emergency procedures
 - ▶ Lesson outlines, seating plans, textbooks and notes on classroom routines from the regular teacher
 - ▶ Forms and instructions for recording student attendance and lateness
 - ▶ Visits to your classroom from administrative officers
 - ▶ Advice and assistance from all staff members whenever you ask
 - ▶ Administrative support when students persist in misbehaving despite application of your best classroom management strategies
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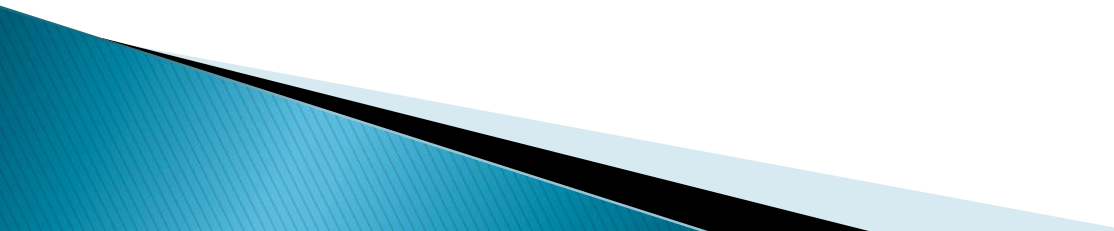
What our Schools Appreciate from TTOCs

- ▶ **Upon Arrival to the School...**
 - ▶ Arrive early enough to allow time to receive instruction, sign in at the office and prepare for teaching (at least 30 minutes before the start of class)
 - ▶ Call the school administrative assistant if you know you will be late
 - ▶ Ask questions if you're unsure of school routines, discipline expectations, or emergency procedures
 - ▶ Check the location and time of special assignments such as hallway or silent reading supervision and follow regular school procedures
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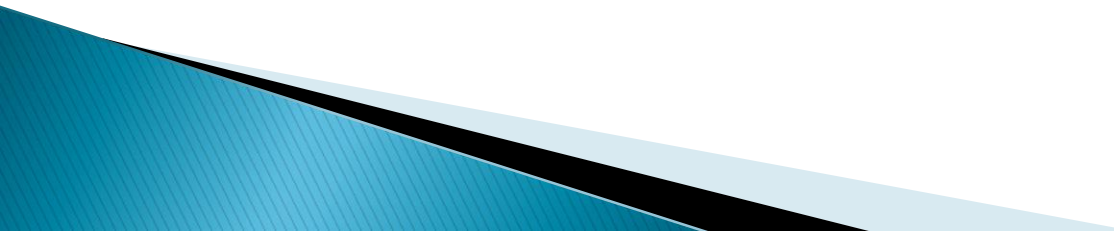
The School Day...

- ▶ Follow the classroom teacher's lesson outlines as closely as possible and note any changes that you make.
 - ▶ Maintain order in the classroom and keep students on task.
 - ▶ Collect or mark any student work whenever possible, especially when your assignment is for a period longer than one day.
 - ▶ If appropriate, ensure that any resources checked out to students are collected at the end of the day.
 - ▶ Be aware of all students who leave your classroom during instructional time. It is important that you monitor this closely as you are responsible for them.
 - ▶ Check with the teacher-librarian before any students go to the library.
 - ▶ Insist that students clean up their classroom space and desks before they leave.
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Before you leave...

- ▶ Lock classrooms and storerooms when you and your students leave.
 - ▶ Remain long enough after school to ensure personal follow up with students who may have questions, any student discipline issues or other situations that may have arisen during the day.
 - ▶ Leave a written report for the returning teacher(s): work completed; names of absentee students; tardy students or any behavioural issues; any messages / parent notes received.
 - ▶ Especially at the elementary level, write up a suggested day plan and set out any materials that may be required for the next day.
 - ▶ Return any keys and other school items before leaving.
 - ▶ Check out at the office.
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Creating a Positive Class Environment

- ▶ Begin the class promptly. Introduce yourself and place your name on the board.
 - ▶ Be fair and consistent in your interactions and briefly outline your expectations.
 - ▶ Follow the regular teacher's procedures and rules wherever possible.
 - ▶ Students will respond positively to a well delivered lesson plan and a positive disposition in the classroom.
 - ▶ Deal judiciously and promptly with any potential discipline issues.
 - ▶ Use an appropriate placement of humour to help establish rapport with the students.
 - ▶ Enjoy the class and the students.
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Supplementary Materials

Elementary

General Supplies:

- ▶ Blank seating plans

Elementary Supplies:

- ▶ Alternate activities
 - games, math puzzles, crosswords , creative writing exercises, simple art projects
 - stories can be used to introduce art and/or creative writing activities
 - Create student name tags to start the day.
 - Stamps or stickers for marking or other activities

Supplementary Materials

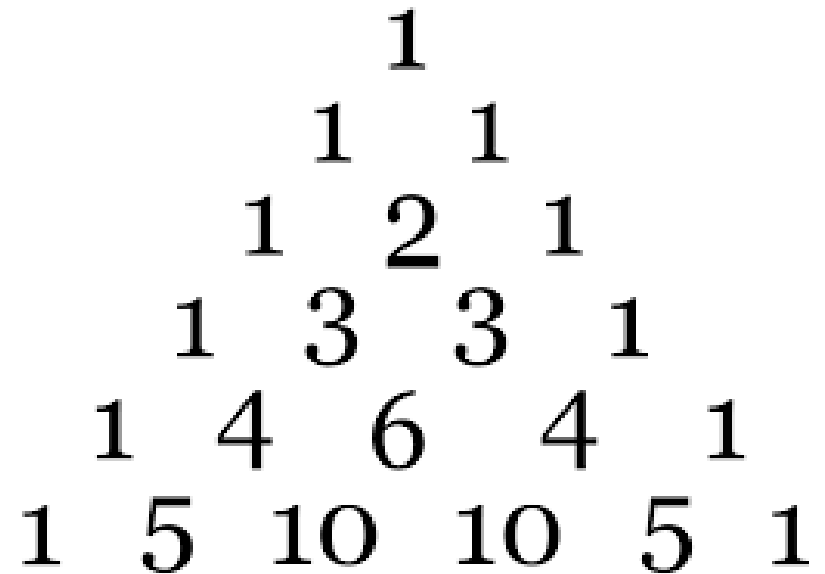
Secondary

General Supplies:

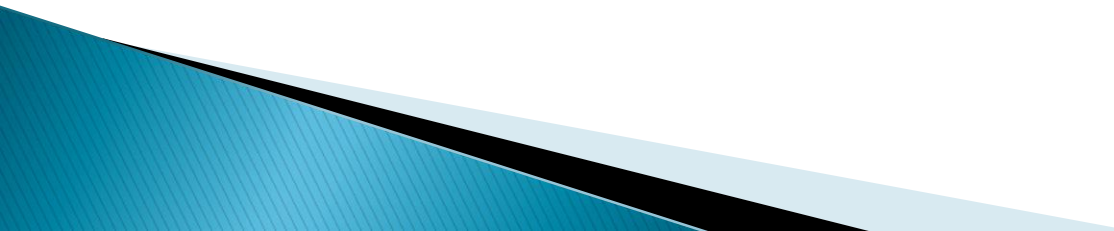
- ▶ Blank seating plans

Secondary Supplies:

- math puzzles
- creative writing exercises
- current events
- newspaper articles



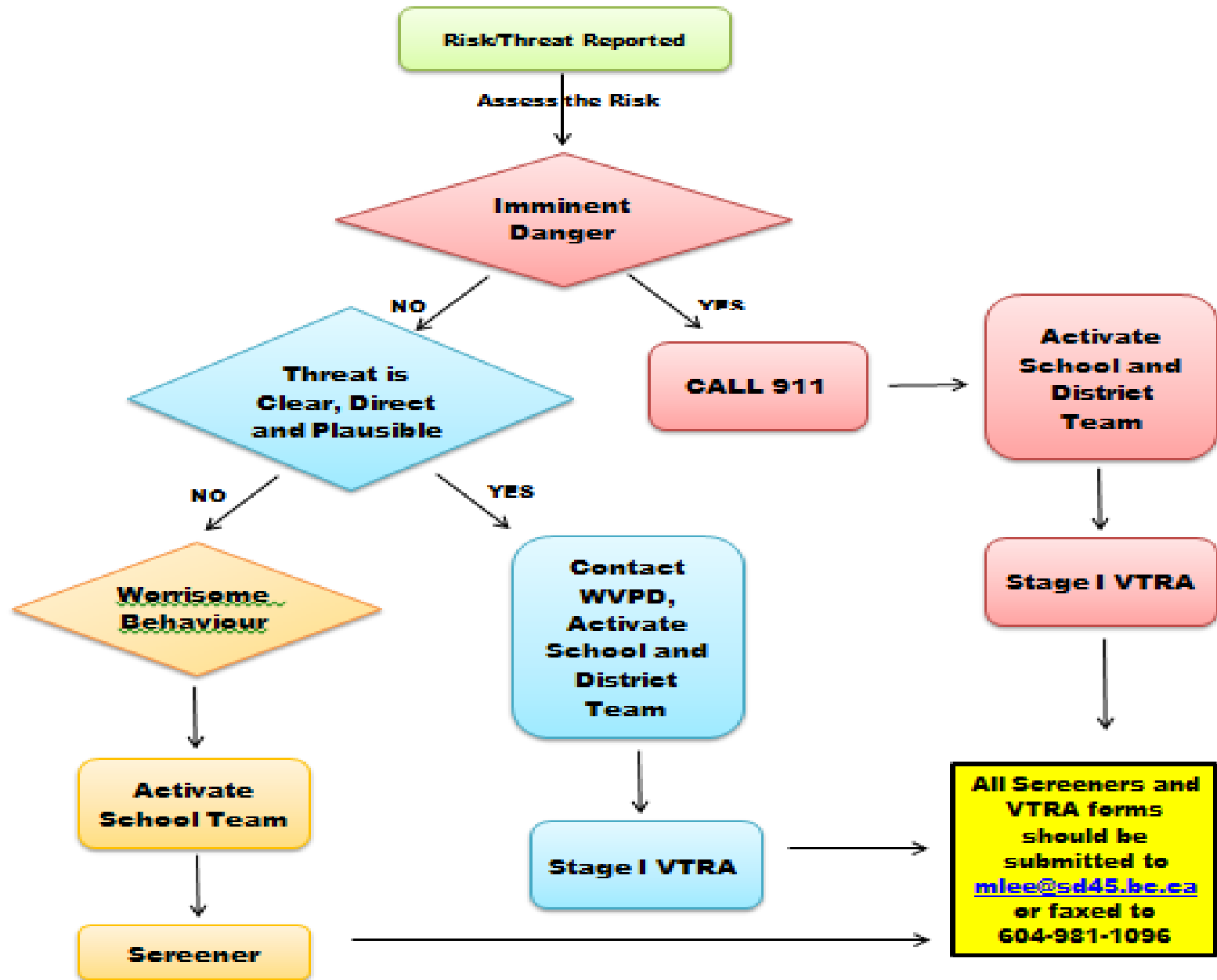
Unexpected Occurrences

- ▶ **Lesson Plan is unclear or unavailable**
 - Phone the teacher if possible, check student's notes, look to the next textbook topic or ask another teacher of the same subject or grade level
 - ▶ **Lesson Plan change**
 - Provide a clear explanation to the regular teacher on the reasons for your change in plans (eg. fire alarm, unexpectedly large student absenteeism)
 - Provide a subsequent lesson plan for the following class
 - ▶ **No seating plans can be found**
 - Ask the office for a computer-generated class list
 - Make your own seating plan during roll-call
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Unexpected Occurrences

▶ Student misbehaviour

- Involving the school administration
 - While it is important to establish your own authority and student behaviour management in the classroom, do not hesitate to involve school administration if needed.
 - Administration will likely know the students and any relevant information about them to assist you.
 - You should inform the school administration of any significant student discipline issue to ensure that any additional follow-up with the student and/or family is done.
 - **Should you notice any particular student behaviour that appears as worrisome contact the school administration immediately.**
- Ensure that you leave objective notes for the regular classroom teacher about the situation



District Risk Assessment Team (2013)

Dave Eberwein, Assistant Superintendent

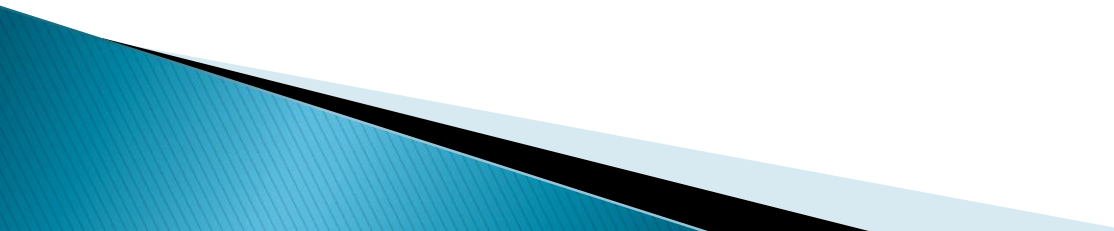
David Platt & Maureen Lee, District Administrators, Student Support Services

Carol Langley, Coordinator, Student Support Services; Judy Duncan, Principal West Bay

John Crowley, V.P. Rockridge; Kathy Grant, V.P. Sentinel; Garth Thomson, V.P. WVSS

WVPD: S/Sgt. Scott Findlay, Sgt. Trevor James, Cst. Matt Plant, Cst. Jeff Wood, Cst. Jeff Palmer

How TTOCs are Paid

- ▶ Teachers Teaching on Call will be paid on a monthly basis with a mid month advance. The payment of salaries by the Board is made by direct bank deposit. You must forward to the Payroll Department, a copy of your void cheque or personalized bank deposit slip with the bank account coding for the account you wish your salary deposited to.
 - ▶ Deposits to your account will be made no later than the 23rd of the month and the 8th of the following month.
 - ▶ TTOCs are paid on scale starting on day 1 of assignment
 - ▶ Maximum rate is Category 5, Step 7
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Congratulations

- ▶ Congratulations on successfully completing the TTOC orientation.
- ▶ We hope you have a rewarding future with us.