

# **HANDBOOK**

**For**

## **TEACHERS TEACHING-ON-CALL**



**School District 54**  
**(Bulkley Valley)**

*Prepared jointly*

*with the*

***School District 54 (Bulkley Valley)***



*and*

***Bulkley Valley Teachers' Union***



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# INTRODUCTION

## WELCOME TO THE WORLD OF TEACHERS TEACHING-ON-CALL

As a **Teacher Teaching-On-Call** within School District No. 54 (Bulkley Valley), you will have an opportunity to experience a wide variety of teaching situations. You will be exposed to many different teaching styles and will have the opportunity to become more familiar with a variety of learning environments. You will be helping to guide the students in our schools.

A **Teacher Teaching-On-Call** is a teacher who holds a teaching certificate in the province of BC and is part of the bargaining unit as defined in the Collective Agreement.

A **Non Certified Teacher Teaching-On-Call** employee is a person who does not hold certification as a teacher in the Province of BC. They share an interest in working with students and are willing to fill in when a Teachers Teaching-On-Call are not available.

It is our intent that with a clear understanding of your duties, your work with the students in our schools will be effective and enjoyable. As always, the first source of wisdom in dealing with students will be the teacher's own experience or professional judgement.

The information in this handbook is intended to provide you with background information, which will be of assistance in the performance of your duties.

## DUTIES AND RESPONSIBILITIES OF TEACHERS TEACHING-ON-CALL

The responsibility of a **Teachers Teaching-On-Call/Non Certified Teachers Teaching-On-Call** is to temporarily assume the position of the regular teacher without any appreciable loss in the instructional process, while maintaining discipline and generally promoting the educational welfare of the students.

A **Teachers Teaching-On-Call/Non Certified Teachers Teaching-On-Call** is expected to conform to the established routines of the schools and to fulfill all the duties and responsibilities of the regular teacher who is absent. This includes instruction, marking, preparation, supervision, and attendance at any meetings requested by the Principal.

Since each school is unique in many of its operations and procedures, the Principal of the school or his/her designate is responsible for advising the **Teachers Teaching-On-Call/Non Certified Teachers Teaching-On-Call** about the routines, policies and procedures of the school. **Teachers Teaching-On-Call** are expected to observe these policies and practices, and, like regular teachers, are to be role models for students.

For the information of **Teachers Teaching-On-Call**, the duties of a Teacher as defined by the **School (Act) Regulation** are as follows (4)(.1):

- a. *providing teaching and other educational services, including advice and instructional assistance, to the students assigned to the teacher, as required or assigned by the board or the minister;*
- b. *providing such assistance as the board or principal considers necessary for the supervision of students on school premises and at school functions, whenever and wherever held;*
- c. *ensuring that students understand and comply with the codes of conduct governing their behaviour and with the rules and policies governing the operation of the school;*
- d. *assisting to provide programs to promote students' intellectual development, human and social development and career development;*
- e. *maintaining the records required by the minister, the board and the school principal;*
- f. *encouraging the regular attendance of all pupils assigned to the teacher;*
  - a. *evaluating each student's intellectual development, human and social development and career development, including as required by the minister administering and grading Required Graduation Program Examinations;*
  - b. *ensuring the security of Provincial examinations, including retaining completed Provincial examinations for any period of time set by the minister;*
- h. *providing the information in respect to students assigned to the teacher as required by the minister, board or, subject to the approval of the board, by a parent;*
- i. *when required to do so by the minister, verifying the accuracy of the information provided to the minister under paragraph (h);*
- j. *regularly providing the parents or guardians of a student with reports in respect of the student's school progress as required by the minister or the board; and*

- k. *attending all meetings or conferences called by the principal or superintendent of schools for the district to discuss matters the principal or superintendent of schools considers necessary unless excused from attending the meeting or conference by the principal or superintendent of schools;*
- l. *admitting to his or her classroom to observe tuition and practice teaching, student teachers enrolled in a university established under the “University Act” or in an institution for training teachers established under any other Act, and rendering the assistance to the student teachers, and submitting the reports on their teaching ability or on other matters relating to them or to their work, considered necessary for the training of teachers by the university or institution.*

**It is expected that a Teachers Teaching-On-Call/Non Certified Teachers Teaching-On-Call will come as close as possible to the duties of a teacher.**

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## **TEACHERS TEACHING ON CALL: NETWORKING IN THE LOCAL**

It is important for you as a **Teacher Teaching-On-Call** and member of the Bulkley Valley Teachers’ Union to develop a strong support system to tap into for any number of issues/situations and to offset the potential isolation in your job. You have a local BVTU president and each school staff has an elected staff rep. These teachers can answer your questions and concerns immediately and provide necessary assistance.

**Bulkley Valley Teachers’ Union:**  
3772 C First Avenue, Smithers, BC  
Box 2137, Smithers BC, V0J2N0  
**Office 250-847-3127 Fax 250-847-3123**  
[www.bvtu.org](http://www.bvtu.org)

Further support for new teachers and TTOC’s can be found on the BCTF website at:

**<http://www.bctf.ca/>**

## THE TEACHERS TEACHING-ON-CALL SYSTEM

All teachers applying to be a **Teacher Teaching-On-Call** must complete an application form and submit a resume and attach a photocopy of their **Certification and TQS Category Card**. Based on the demand for TOC's, the District will select candidates for interviews for placement on the TOC list. Selection for interviews will be based upon experience, qualifications, skills, training, and needs of the district.

These interviews are to verify certification and to ensure the applicant meets the expectations the district has for **Teachers Teaching-On Call**. The person must supply the names of appropriate references and agree to allow the School District to make inquiries as to the individual's character and previous work experience record.

All **Teachers Teaching-On-Call** and **Non Certified Teachers Teaching-On-Call** must comply with the Criminal Records Review Act.

Successful candidates will be placed on the active **Teachers Teaching-On-Call** list or **Non Certified Teachers Teaching-On-Call** list.

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### CALL OUT

Schools are responsible for booking their own **Teachers Teaching-On-Call**. The Principal or Vice Principal will call as soon as possible to make arrangements for the next day or week.

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### RECEIVING THE CALL

Although the call may reach you at any time, the most likely time that you will receive a call will be **between 6:30 a.m. to 8:30 a.m.** of the morning you are required. It is therefore a good idea to have a pen and paper ready. Hopefully, you will receive your call with sufficient time to **allow you to arrive at the school at least one-half hour before classes begin**. You may get called a day or so in advance of the particular assignment especially if there is a day when a large group of teachers will be attending a professional development event or union training.

**Please do not accept a booking from anyone other than the Principal or Vice Principal. A classroom teacher is not empowered to employ a Teachers Teaching-On-Call.**

When you receive the call you will be given information regarding start time, grade(s), subject(s), and for whom you are teaching. If time permits and you need more specific information, phone the school Principal or the teacher (depending on availability).

If you have been booked as a **Teacher Teaching-On-Call**, but due to illness or some other unforeseen complication you cannot assume the assignment you had been assigned, you should immediately phone the Principal or Vice-Principal of the school.

## **\*IMPORTANT\* UNAVAILABILITY OR WISH TO BE TAKEN OFF THE LIST**

It is important to keep our **Teachers Teaching-On-Call** lists up-to-date. Please let the Board Office know if you are unavailable so that schools can be notified.

If you are unavailable (or going to be) for a specific period of time, or wish your name permanently off the list, you need to contact the Board Office at 250-847-6831 or email [bobbie.kingsmill@sd54.bc.ca](mailto:bobbie.kingsmill@sd54.bc.ca) as soon as possible. The TTOC online website will be updated with your availability.

If you refuse six or more calls for TTOC work (without reasonable reasons), you will be removed from the list and asked to reapply at a later date. The District needs an efficient process for calling in TTOC's and we want to avoid having people on the list that will not be available.

In June of each school year the School District will send you a memo confirming that you wish your name to be kept active and to ensure that all phone numbers are in service. You will be asked to fill out the form, stating the schools, subjects and grade-levels, and then return it to the Board office before the end of June.

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### **ARRIVAL AT THE SCHOOL**

Upon arrival at the school, go directly to the office, introduce yourself and indicate the name of the teacher for whom you are substituting. **Each school** has routines or expectations for **Teachers Teaching-On-Call/Non Certified Teachers Teaching-On-Call** that pertain to its organization or schedules. The school administration will provide you with this information and be able to tell you where to find the lesson plans, keys, schedule of classes, etc.

- Check with the office to see whether there might be an activity planned that will upset the normal routine for the day (assembly, concert, field trip, etc.).
- Check the teachers' mailbox in the office for daily messages.
- Inquire about fire drill procedures as well as any other emergency information.
- Ask whether there may be students with medical problems in any of your classes.
- Determine the supervision duties assigned to the regular teacher.
- Some schools have developed a handbook for **Teachers Teaching-On-Call**. Request a copy before you start your day.

#### **A Teacher Teaching-On-Call may be provided with:**

- a teacher's plan of work for the day which has clear and specific lesson plans
- a seating plan(s), timetable and bell schedule, and a list of pupils in various groups
- attendance access/expectation
- general list of classroom routines and/or expectations copies of textbooks, teachers' guides and workbooks (if used)

## THE CLASSROOM

In an elementary school, the day will likely be spent in the same classroom. In a secondary school, you could be in several classrooms so you will need to find out where each of your teaching areas are located. A floor plan is available in the office.

- **You should allow sufficient time before classes begin to go over the daybook/ plan and find required materials needed to carry on as effectively as possible.**
- It is also a good idea to take a bag lunch as you may need the lunch time to prepare for afternoon classes.
- There should be a completed daybook or some form of teaching plan for you to follow. This plan is usually found on the teacher's desk or in the teacher's mailbox.
- In the event that there is no daybook or outline for you to follow, please let the Principal know immediately and ask for assistance in outlining activities for the day.
- As well, be prepared to carry on with your own well planned, engaging lessons/activities just in case.
- Also, **be prepared** to welcome and work with CUPE colleagues who are Education Assistants (EA) and/or Aboriginal Education Support Workers (ASSET).
- In some schools, lists of absentees or lates are sent to the office in the morning. You may want to note the absentees/lates on a piece of paper and clip it to the Daybook.
- If you have to leave the room for any reason, ask the EA or teacher in the next room or across the hall to keep an eye on your class until you return.
- Early dismissal of classes is not permitted.

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## BE PREPARED

It is a good idea to have some generic lessons/activities prepared in case they are needed. Although the daybook should be followed as closely as possible, there could be occasions to use the generic lessons/activities you have prepared. In elementary schools, reading (good literature) to the class has a calming effect and most students enjoy having someone read to them.

## DISTRICT'S TEACHERS TEACHING-ON-CALL EXPECTATIONS

- Elementary **Teaching Teachers-On-Call** are usually expected to teach all subjects including Physical Education. You should bring a pair of running shoes for use in the gym.
- **Also, you are expected to complete the marking of assignments given during the day.** If it is an on-going type of assignment, your job is to monitor the work and assist the students.
- **At the secondary level, if you are familiar with the subject matter or, if an answer key is available, you should mark all in-class assignments and monitor on-going ones.**
- If you are not familiar with the subject matter and there is no answer key, then leave a note for the teacher indicating you were not able to mark the assignment.
- You are expected to complete the Daybook for the teacher for the following day, including the necessary whiteboard work and/or materials.
- Leave the classroom and desks neat and tidy. The desks should be left in a similar design to the way they were when you arrived.
- **Leave a brief written report for the teacher on how your day went: highlights, problems, if any.**

All District employees are expected to adhere to the District Code of Conduct Policy 6.380. This can be found on the website: [www.sd54.bc.ca](http://www.sd54.bc.ca), under the tab "School Board - Board Policy".

## SUGGESTIONS FOR CLASSROOM MANAGEMENT

Classroom management includes everything teachers do to secure and maintain control in classroom activities. Successful management involves not only responding effectively to problems when they occur, but also preventing problems from occurring in the first place.

It is of vital importance for a **Teachers Teaching-On-Call** to quickly establish and maintain control in the classroom. This may be accomplished in many ways. The following are a few ideas you may wish to use:

1. Arrive in good time. You should allow sufficient time before classes begin to go over the Daybook and find required materials needed to carry on as effectively as possible. Before the class arrives, it is a good idea to write or print your name on the board so that after you have introduced yourself, the students may refer to it.
2. Greet the students at the door as they enter the class.
3. Introduce yourself to the class. Explain to the class that you are the teacher who has been called in, that the regular teacher has left lessons that would normally have been taught, and that you will teach them.
4. Take five minutes or so at the beginning of the day or at the beginning of each period to discuss your expectations with the students. Get some feedback from the students so that they feel they are contributing (general routines, hands up for questions and answers, movement about the classroom, bathroom, dismissal procedures, etc.)
5. Knowing the names of students is one of the most powerful control mechanisms at your disposal. Ask the students their name or you may (depending upon the age group) have students put small name cards on their desks so you may call each student by name.
6. Follow the classroom routine established by the regular teacher as closely as possible. The maintenance of classroom routines will greatly ease the task of the substitute.
7. Follow the classroom teacher's plan book as closely as possible. Make note of areas completed, areas changed and reason for change.
8. Ensure that your instructions are clear and easily understood.
9. An effective **Teachers Teaching-On-Call** quickly establishes appropriate expectations for student performance, arranges appropriate student activities, continually monitors student performance and establishes a positive rapport with the students.

10. The first student that disrupts in any way must be dealt with immediately. This may be accomplished by a variety of methods:
  - a. eye contact
  - b. go up to the individual and speak quietly to him/her about the behaviour
  - c. isolate the disruptive student
  - d. separate a “social” group of youngsters
  - e. take the individual out into the hall and discuss his/her unacceptable behaviour
  - f. as a last resort, take the student to the office.

If you encountered a difficult situation, don't try to cover up the difficulty. The administration appreciates problems directed to the office for assistance. That is preferable to leaving behind a note describing a near disastrous day.

The first few minutes of attending to a class are crucial in clarifying values and setting the stage for the general routine of the day. Getting pupils down to work quickly is one of the best methods of good classroom management. Act upon the first sign of sustained uncooperativeness. Students from Primary to Grade 12 must learn that some behaviour will not be tolerated under any circumstances. It is important not to make a scene in front of the class, so take a student aside and discuss the matter one on one.

In the secondary schools, attendance (backed up with a head count) must be taken at the beginning of each period or block. If possible, check the class roll call with the school's list of absentees, note any students not on the list who are missing from your class, and report those names to the teacher and the office.

## BCTF Code of Ethics

1. The teacher speaks and acts toward students with respect and dignity and deals judiciously with them, always mindful of their individual rights and sensibilities.
2. The teacher respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare.
3. The teacher recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological, or other advantage.
4. The teacher is willing to review with colleagues, students, and their parents/guardians the quality of service rendered by the teacher and the practices employed in discharging professional duties.
5. The teacher directs any criticism of the teaching performance and related work of a colleague to that colleague in private, and only then, after informing the colleague in writing of the intent to do so, may direct in confidence the criticism to appropriate individuals who are able to offer advice and assistance.
6. The teacher acknowledges the authority and responsibilities of the BCTF and its locals and fulfills obligations arising from membership in his/her professional union.
7. The teacher adheres to the provisions of the collective agreement.
8. The teacher acts in a manner not prejudicial to job actions or other collective strategies of his/her professional union.
9. The teacher neither applies for nor accepts a position which is included in a Federation in-dispute declaration.
10. The teacher, as an individual or as a member of a group of teachers, does not make unauthorized representations to outside bodies in the name of its Federation or its locals.

### Professional Responsibility and BCTF Code of Ethics

As a teacher in the public school system, you are bound by the BCTF Code of Ethics and by the Minister of Education – Teacher Regulation Branch. Details of the professional rights and standards of practice can be found on the Ministry Teacher Regulation website.

The **Members' Guide to the BCTF** has the BCTF Code of Ethics.

In all your dealings with your students, their parents, your colleagues and other school personnel, be guided by the BCTF Code of Ethics.

[www.bctf.ca](http://www.bctf.ca)  
<http://www.bcteacherregulation.ca/>

## CONFIDENTIALITY

Confidentiality is of vital importance. As a **Teachers Teaching-On-Call**, you will sometimes have access to confidential information about a child. You may hear remarks or comments that should not leave the four walls of the classroom or the school. You must be professional and ethical in your work and actions both in and out of the school.

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### BEFORE LEAVING THE SCHOOL

Leave your name and phone number clipped to the Daybook or in some obvious place so that, if necessary, contact may be made with you.

In addition, the teacher expects a short written summary of how the day went. Include the names of students who may have been particularly helpful or those who may have been a problem. Please make sure that all the necessary marking is done.

At the end of the day, check at the office to see whether or not you will be needed the following day.

Have your TTOC time sheet completed initialed by an Administrative Officer for the day.

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### ATTIRE

Clothing should be comfortable but appropriate. Remember, you are setting an example for students with whom you come in contact.

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### EVALUATION REPORTS

An Administrative Officer may enter the room at any time. Often it will be to ensure that things are proceeding smoothly.

A Teacher Teaching-On-Call may request an evaluation of performance, as per our Collective Agreement:

***C.27.4 Evaluation - a. A Teacher Teaching-On-Call may request a written evaluation and the request will not be unreasonably denied.***

## BECOMING FAMILIAR WITH THE COLLECTIVE AGREEMENT

Each teacher should become familiar with the collective agreement. Teachers-On-Call should pay attention to:

*ARTICLE B.1 SALARY*  
*B.2 TEACHER ON CALL PAY AND BENEFITS*  
*B.2.7.....Rate of pay*  
*B.2.8.....Sick Leave*  
*B.2.9.....Experience Credit*  
*B.21.4.....Increment Dates*

*ARTICLE C.27: TEACHERS TEACHING-ON-CALL EMPLOYMENT RIGHTS.*  
*C.2.3a,b,.....Teacher Teaching On Call Seniority*  
*C.27.1.....Temporary Appointment*  
*C.27.2.....List*  
*C.27.3.....Hiring*  
*C.27.4.....Evaluation*

Access to the Collective Agreement can be found on: the School District #54 website: [www.sd54.bc.ca](http://www.sd54.bc.ca) as well as the Bulkley Valley Teachers' Union website: [www.bvtu.org](http://www.bvtu.org)

If you have any questions about the contract please contact:

**Bulkley Valley Teachers' Union:**  
3772 C First Avenue, Smithers, BC  
Box 2137, Smithers BC, V0J2N0  
**Office 250-847-3127 Fax 250-847-3123**

## TEACHERS TEACHING-ON-CALL TIME SHEET

Both the school and you are to keep a record of the day that you have taught. You must keep your record of collective days worked on a TIME SHEET for **Teachers Teaching-On-Call**. These time sheets are available at every School Office or the Board Office. At the end of each month, upon completion of this form, deliver it or fax it, or you can use the school's mail system, to the Payroll Department of the School Board Office in Smithers.

**All Teachers Teaching-On-Call forms must be submitted to the Board Office on or before the last day of the month using any means possible. (ie. via fax, e-mail, etc.) Board Office Fax # is 250-877-6835 or email [accounting@sd54.bc.ca](mailto:accounting@sd54.bc.ca) .**

Direct deposit will be used for pay. Pay receipts will be sent to your School District e-mail address. You will be given a password in order to access this form. Should you have any concerns about your pay you should make inquiries to 250-877-6826 at the School Board Office.



# SCHOOL DISTRICT #54 (Bulkley Valley)

## SMITHERS SCHOOLS

SCHOOLS	PRINCIPALS AND VICE-PRINCIPALS	SCHOOL	CELL
BV Education Connection c/o Box 758 Smithers, BC V0J 2N0	Ms. Kirsten Froese, Vice Principal Elementary - Ms. Deb Schwartz, Secretary Secondary – Ms. Ngaere Murphy, Secretary	250-846-5851 250-847-2231	250-876-8736
Bulkley Valley Learning Centre NWCC Campus - Rm #121 3966 2 <sup>nd</sup> Avenue Box 4750 Smithers, BC V0J 2N0	Mr. Sean Levenson, Teacher 5499182		250-877-3218
Muheim Memorial Elementary 3659 3rd Avenue Box 2260 Smithers, BC V0J 2N0	Ms. Bev Forster, Principal Ms. Liliana Pesce, Vice-Principal 5454006 Ms. Christina Nadeau, Secretary	250-847-2688	250-877-2792 778-210-1765
Silverthorne Elementary 3455 13th Street Box 430 Houston, BC V0J 1Z0	Ms. Julie Krall, Principal 5454004  Ms. Amanda Clee, Secretary	250-845-2228	250-877-9558
Telkwa Elementary 1000 Hankin Avenue Box 68, Telkwa, BC V0J 2X0	Ms. Barb Turney, Principal 5454005  Ms. Deb Schwartz, Secretary	250-846-5851	250-877-2611
Walnut Park Elementary 4092 Mountainview Drive Box 2649 Smithers, BC V0J 2N0	Ms. Nicole Davey, Principal Ms. Janna Delany, Vice-Principal 5454010 Ms. Diane Meier, Secretary	250-847-4464	250-877-9437 778-210-0286
Smithers Secondary 4408 3rd Avenue Box 849 Smithers, BC V0J 2N0	Mr. Jaksun Grice, Principal Ms. Cindy Miller, Vice-Principal 5454013 Ms. Selena Spencer, Secretary	250-847-2231	250-847-0716 250-877-2689

## HOUSTON SCHOOLS

SCHOOLS	PRINCIPALS AND VICE-PRINCIPALS	SCHOOL	CELL
Houston Secondary 1771 Hungerford Drive Box 1600 Houston, BC V0J 1Z0	Mr. Craig McAulay, Principal Mr. Dwayne Anderson, Vice Principal 5454011 Ms. Ruby Kenzle, Secretary	250-845-7217	250-877-2603 250-845-4977
Silverthorne Elementary 3455 13th Street Box 430 Houston, BC V0J 1Z0	Ms. Julie Krall, Principal 5454004  Ms. Amanda Clee, Secretary	250-845-2228	250-877-9558
Twain Sullivan Elementary 1771 Hungerford Drive Box 1300 Houston, BC V0J 1Z0	Mr. Craig McAulay, Principal Mr. Dwayne Anderson, Vice Principal 5454012 Ms. Carrie Wardrop, Secretary	250-845-2227	250-877-2603 250-845-4977