



Welcome Way Bienvenue heñte? kw̓ Miyoonakishkatoohk

# TTOCs

*We would like to acknowledge that we are on the traditional ancestral, unceded territory of the n̓e?kepmx Nation and Syilx Nation.*

## Beginning Your Day

- ✓ Arrive approximately 15 - 30 minutes before the bell to allow yourself time to park and prepare.
- ✓ Check in at the office and introduce yourself.
- ✓ Gather information to help you and your students have a successful day.
- ✓ Do you have the necessary fire and earthquake information?
- ✓ Do you have a class list, lesson plans, and/or notes from the teacher?
- ✓ In the event of an emergency, are you aware of how to best contact the school office?
- ✓ Is there an Educational Assistant (EA) in the class(es)?

## During the Day

- ✓ Model [Professional Standards for BC Educators](#) and keep in mind the [BCTF Code of Ethics](#)
- ✓ Build your “Teaching Tool Kit”, and borrow ideas for your future classroom. This is a compliment to the teacher and the school. 😊
- ✓ Introduce yourself to staff and build connections.
- ✓ Learn how to connect to Wi-Fi, projectors, and ViewBoards. Refer to the hyperlinks on next page.

## End of the Day

- ✓ Leave the classroom tidy and provide detailed notes to help the incoming teacher. See the sample note sheet on the last page.
- ✓ Leave your contact information with the school.
- ✓ Introduce yourself to the principal, and have a conversation regarding pertinent information that may need follow up or other support.
- ✓ Return keys and/or other equipment or information to the office staff.

## TTOC Sick Leave

If you decline and/or cancel a dispatch due to illness or injury, you may be eligible for sick leave. The Employment Standards Act entitles all employees to a minimum of 5 paid sick days per year. The forms to be completed to request a paid sick day can be requested from school secretaries, Human Resources, or TTOC dispatch.

## TTOC Professional Development Funds

TTOCs wishing to access Professional Development funds are asked to contact Lindsay deVisser ([ldvisser@365.sd58.bc.ca](mailto:ldvisser@365.sd58.bc.ca)) of our Joint Professional Development Committee.



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How to project Epson iProject

[Epson iProjection - Quick and advanced connection to projector](#)

How to use a Viewsonic ViewBoard

[myViewBoard: Getting Started with Your ViewBoard Interactive Display](#)

Other Viewboard Resources

[ViewSonic Education North America - YouTube](#)

Setting up your phone on WIFI

[Setting up SDwifi on an iPhone - SD58 Nicola-Similkameen](#)

[Setting up SDwifi on Android - SD58 Nicola-Similkameen](#)

Creating a work Order

[Knowledge Base - eBASE](#)



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## TTOC Report to Teacher

TTOC's name \_\_\_\_\_

Phone number/email \_\_\_\_\_ Date: \_\_\_\_\_

In for \_\_\_\_\_

At \_\_\_\_\_ Grade \_\_\_\_\_

It was a \_\_\_\_\_

### **Work completed:**

All work was assigned and completed as requested. Any exceptions are noted below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Observations/marking \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student behaviour \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student's name \_\_\_\_\_  
Behaviour \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_