



Welcome Way Bienvenue heñte? kw Miyoonakishkatoohk

TTOCs

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

Beginning Your Day

- ✓ Arrive approximately 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 (ldevisser@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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TTOCs

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 _____

