

ASSIGNMENT OF TEACHERS ON CALL

GENERAL INFORMATION

Only the Call Board Administrative Assistants, through the Director of Instruction, Human Resources and the District Administrator Human Resources are authorized to assign Teachers on Call.

The demand for Teachers on Call results from the need to cover teacher absence for:

1. Teacher illness or other personal absences defined by the Collective Agreement.
2. Teacher secondment by the District, the RTA or other outside agencies.
3. School or District based professional development.

CALL OUT PROCESS

The Call Board receives notification of teacher absence by telephone via a Telus mailbox system, by written submission of workshop organizers and since the new absence system was introduced the school clerical staff can enter into the NAVISION system. This information is then transcribed to a computer database in preparation for the day's call out of Teachers on Call.

Because the Call Board Administrative Assistants work from 5 am to 11:30 am and their direct lines are always so busy we have two Telus mailbox numbers:

24 Hour Line ... 668-6222 Elementary (for next day absences for teachers and TOC's booking off)

24 Hour Line ... 718-5666 Secondary (for next day absences for teachers and TOC's booking off)

Future Line...668-6223 (for absences beyond the next 24 hours for teachers and TOC's booking off future dates)

The above numbers are mainly used by teachers with Continuing or Temporary contracts when they are booking a Teacher on Call **but should be used by Teachers on Call as well if they know in advance that they will not be available for call out either for the next day or in the future.**

If you do need to reach the callboard directly for an **emergency** you may do so providing you keep in mind that they extremely busy. If you have missed a call you may wish to call back on the direct line.

Secondary Direct Line...668-6098 (Timmi Redpath)

Elementary Direct Line...668-6090 (Lorraine Peacock)

The Collective Agreement provides that a teacher and/or an administration officer may request a Teacher on Call. If this happens it is essential that the teacher/administrative officer who request the Teacher on Call books on the future line and that either the teacher/administrative officer or the Teacher on Call confirms the booking.

Normally the Call Board personnel begin phoning Teachers on Call by 6:00 a.m. or earlier. Occasionally, however, an unusually heavy teacher absence due to illness, inclement weather, professional development or occasional equipment failure may result in a late call out. Due to tight time constraints the Call Board Administrative Assistants do not have time to chat. Please have pencil and paper handy to note pertinent details including the name of the school, the name of the absent teacher and the subject or grade level for the assignment for which you are being called. Please refer to the district map for school location, start time and telephone number etc. Should you wish any further details please contact the school directly. The order in which TOC's are telephoned and subsequently assigned to vacancies is determined by the Call Board Administrative Assistants but governed by the following;

1. Positions that are deemed difficult to fill due to the fact that few qualified Teachers on Call are available for such assignments are usually filled as early as possible.
2. Teachers in Richmond are permitted to request specific Teachers on Call. These requests are filled prior to the general call out.

IMPORTANT CONSIDERATIONS REGARDING CALL OUT

Teachers on Call may be asked to accept a late assignment or an assignment for which they are not formally qualified. Refusing such a request is perfectly acceptable and in no way compromises your employment record. **However Teachers on Call may not refuse an assignment for which they are qualified unless the teacher or principal involved and the Director of Instruction - Human Resources and the District Administrator are in agreement.**

In order to facilitate the call out process, Teachers on Call who are not available for duty on a particular day and who have an answering machine are asked to activate that answering machine. When the Call Board reaches your answering machine the administrative assistant will immediately hang up. Such a signal greatly facilitates the call out process by significantly reducing the amount of time per call.

While this District is sensitive to the need for Teachers on Call to obtain as much daily employment as possible and is accepting of the notion that Richmond TOC's may work in **another school district**, it is important that the Teacher on Call be **generally** available for Richmond call out. **In other words if you are being regularly called by the other school district and are thereby frequently unavailable for daily call out in Richmond, you need to "Book off" until further notice.** Failure to do so may result in your name being removed from the TOC List. **If the long term TOC, temporary contract or "Book Off" is for over 20 days in duration, then the District Administrator (David Cairns) must be informed in writing with the details of the length of the absence. You may book off for up to 80 consecutive days. If you are not available for more than 80 consecutive days, and you wish to return to Richmond as a TOC you must reapply for employment with SD #38.**

DUTIES OF TEACHERS ON CALL

WHEN YOU ARE CALLED:

Once you have received your callout please review your district map with the school hours printed on the reverse side. Teachers on Call are expected to arrive at the school early enough to effectively assume their duties. If you feel that it will not be possible for you to arrive safely at the school in time please telephone the school and ask for the school Secretary or an Administrative Officer and inform them of your possible late arrival. Such a situation occasionally occurs due to a late callout or perhaps childcare arrangements by the Teacher on Call. By following this practice students at the school will be looked after until your arrival.

UPON ARRIVAL AT SCHOOL:

Upon arrival at the school please sign in at the school office **and pick up your "STAFF" Identity Badge.** All TOC's must wear a "STAFF" Identity Badge when in the school. Notify the office staff on hand which teacher you are replacing and request any specific information or help that you may require. If this is your first visit to a particular school, take the opportunity to introduce yourself to the Administrative Officers present. This will give the Principal and/or Vice Principal an opportunity not only to meet you, but also to familiarize you with the school. Your sign-in is particularly helpful as it avoids unnecessary phone calls by secretarial staff to the Call Board seeking information as to if or when a Teacher on Call is going to arrive. Note: if it is your first time at a school, please ensure you have filled out an orientation form.

All schools should have a school developed package for Teachers on Call. If you are new to the school do not hesitate to ask questions, particularly of the Administrative Officers with regard to any practices or procedures for which you wish clarification. Teachers on call are expected to conform to the established routines of the school and to assume such duties as would normally be performed by the absent teacher. Specific details will be given at each school by the Principal or his/her designate. You should expect to find a useful day book, class lists and possibly other instructions for each class in which you teach.

DURING THE DAY:

Teachers on Call are asked to be in their classroom situation before the students arrive in order to facilitate a smooth start to the day. Teachers on Call would normally carry out the duties as previously recorded by the absent classroom teacher in the day book or other instruction sheet. Wherever possible, the TOC is requested to conform closely to such instructions. Should emergent circumstances (such as a TOC being asked to perform a supervisory role), preclude the intended activities for the day TOC's are to use their best professional judgment in ensuring that a worthwhile program is presented.

Preparation period time should be used to complete tasks or assignments as laid out by the absent teacher. If no such activities are detailed then Teachers on Call are asked to report to the school Administration for assignment of other duties.

During those times when the Teacher on Call is not in the classroom, for example during the noon hour lunch period, at recess or during preparation time, TOC's are asked to ensure that the room is left in a safe, secure manner. Particular attention should be paid to specialty situations including laboratories, industrial education or home economics classrooms and computer rooms.

PLEASE NOTE:

Call Board: 5:00 AM – 11:30 AM (Unless there is an emergency or if you have missed a morning call out please do not call on the direct lines until after 10:00 AM.)

Please use the next day mailbox at 668-6222 (Elementary) and 718-5666 (Secondary) or the future line at 668-6223)

Second Floor Office hours: 8:00 AM - 4:30 PM (July and August: 8:00 - 4:00)

BEFORE YOU LEAVE:

At the end of the day please ensure that the room is left in an orderly condition. Teachers on Call are requested to summarize the day's activities for the absent teacher making particular note of any concerns that may have arisen and providing a brief update on how they were handled. **By leaving your name and telephone number you will facilitate the absent teacher calling you directly with any questions or concerns.** The absent teacher should complete the daybook for the following day. By preparing centres or other activities as well as board work and by ensuring that all materials and equipment have been returned in good order to their storage location, the absent teacher will be able to begin the following day promptly and without frustration.

Please notify the school office that you are leaving at the end of the day and ask if there are any messages for you. **Unless a Teacher on Call is informed otherwise, the assignment will be for that day only.**

The following is a brief summary of duties expected of Teachers on Call kindly provided by the Richmond Primary Teachers' Association.

1. Don't try to do too much. Many classroom teachers over plan. Try for quality and closure of activities started. Activities which were not done may be included in the day plan for the next day.
2. Mark all work accomplished during the day.
3. Collect and leave a record of any monies collected.
4. Leave the classroom tidy.
5. Leave a day book with prepared accompanying activities. (Mimic the classroom teacher's day book and leave activities prepared).
6. Leave open-ended activities if possible.
7. Try to leave a sponge activity for first thing the next morning.
8. Comment on the day and any problems encountered.

Classroom teachers who are absent due to illness may return to school before they are feeling absolutely 100%. In such circumstances returning to work and finding no day plan or activities left to at least get the children started while the teacher gathers his/her thoughts and gets his/her bearings can be very stressful. Further, as some Teachers on Call only work certain days, there is no guarantee that there will be continuity of TOCs in a class if the teacher is absent for longer than anticipated. Thus, it is essential that a day plan and activities be left so that another Teacher on Call has a day plan to follow.

If a TOC is sent into a classroom in a supervisory role then they are only required to provide a written update for the classroom teacher about the activities that were assigned and covered during the assignment.

PLEASE REMEMBER:

A Teacher On Call is supervised by the Principal of the school unless this responsibility is delegated to the Vice Principal. The District encourages teachers to ask questions and discuss issues with any member of our professional staff including supervisors and senior staff. However if there is an issue requiring a timely decision then it must be referred to the principal or immediate supervisor involved.

All initial assignments, including teacher requests for particular Teachers on Call, must be made through the Call Board. Assignments, however, may be continued for the next day by the principal of the school in which you are working. In such cases principals are required to notify the Call Board of such an extension. **Teachers may call a Teacher on Call to check on his/her availability for some future assignment as well as to discuss details of the particular class or classes in question. Please remember that such consultation is strictly informal and does not constitute a formal callout for that teacher.**

All call outs must be routed through the Call Board as they are the only ones with the big picture and need to make decisions accordingly. The Call Board will however make every effort to accommodate specific requirements.

ANNUAL RENEWAL OF YOUR STATUS ON THE TOC LIST

The Collective Agreement provides that the district must endeavour to limit the list to provide the fullest possible employment of Teachers on Call. Therefore please note, teachers who are currently on the TOC list and want to continue on the TOC list for the following school year must notify the Human Resources Office in writing by July 31. If you do not notify the Human Resources Office by that date, you will have to reapply for employment with SD #38. (Refer to Collective Agreement, Part 2 Section C 5.1.2). Also, Continuing and Temporary teachers who wish to TOC must apply through an application process.