

Administrative Procedure 460

TEACHERS-TEACHING-ON-CALL (TTOC)

In order to provide a continuous, well-directed education program for students, the District shall employ the best available substitute teachers or instructors in the absence of the regular classroom teacher.

Procedures

1. The District will maintain a list of all teachers-teaching-on-call approved for service to the District. Files on all teachers-teaching-on-call will be maintained by the District Office. Teachers-teaching-on-call are expected to file copies of credentials and document any previous teaching experience in the same manner permanent staff must, for salary purposes.
2. Each year, principals shall be given a list of all approved teachers-teaching-on-call which will be updated periodically. Principals becoming aware of teachers-teaching-on-call available for work in District schools are asked to convey this information to District Office so necessary approval can be granted by the Superintendent.
3. The deployment of teachers-teaching-on-call within a particular school is the responsibility of the Principal or designate.
4. Cancellation of a booked teacher-teaching-on-call requires a minimum of twenty-four (24) hours notice.
5. Teachers-teaching-on-call are expected to fit into the organization of the school when they arrive and, in consultation with the Principal, to continue the work and activities that have been planned by the teacher they are replacing.
6. Teachers employed as teachers-teaching-on-call must conform as closely as possible to the established routine and discipline procedures of the school. When the Principal expects a teacher-teaching-on-call to perform non-instructional duties, the teacher-teaching-on-call shall be informed of this at the time of engagement.
7. Teachers-teaching-on-call are expected to adhere to the same standards of professional conduct as regular teachers including conforming to the Code of Ethics of the B.C. Teachers' Federation.
8. Teachers-teaching-on-call are required to fill out Form 460-1 providing detailed particulars of the period of substitution. The Principal shall forward all signed teachers-teaching-on-call reports to District Office.
9. Instructors may be employed if a B.C. certificated teacher is not available for service.
10. Instructors will work under the supervision of a certificated staff member.

11. When a Principal is aware that a teacher-teaching-on-call will be required for a period of twenty (20) or more consecutive days in the same teaching assignment, the Principal shall consult with the Superintendent prior to employing the teacher-teaching-on-call.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act
Employment Standards Act