
TEACHERS TEACHING-ON-CALL (TTOC)

Background

To provide a continuous, well-directed education program for students, the District shall employ the best available teachers to teach on call 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. The re-deployment of teachers teaching-on-call within a particular school, if necessary, is the responsibility of the Principal.
3. 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.
4. 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.
5. 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.
6. Teachers teaching-on-call are dispatched through central dispatch.
7. Instructors may be employed if a B.C. certificated teacher is not available for service.
8. Instructors will work under the supervision of a certified staff member.
9. 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 Director of Human Resources prior to employing the teacher teaching-on-call.
10. Teachers teaching-on-call registered with the District are invited to participate in District professional development activities provided this does not involve an additional cost to the District.

Administrative Procedure 460



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

Adopted: May 18, 2022

Reviewed: May 18, 2022

Revised: May 18, 2022