



Nuu' ilum, Welcome, Bienvenue!

TTOC – Day at a Glance

Beginning your day:

- ✓ Arrive well in advance of the first bell to allow yourself time to park, prepare and gather information needed for you to have a successful day. You may have morning supervision to consider.
- ✓ Report to the main office where you will be provided with school/classroom information.
- ✓ Review teacher notes, class lists and other pertinent student information.
- ✓ Familiarize yourself where teacher drawers are located.
- ✓ Do you have fire/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 best to contact the school office?
- ✓ Is there an Education Assistant (EA) or a Responsible Adult (RA) in the class?

During the Day:

- ✓ Model [Professional Standards for BC Educators](#)
- ✓ Be aware that some students may have discomfort without their teacher in the class.
- ✓ Do you have alternate lessons/activities in the event you have extra time or need to adapt the day.
- ✓ Check Teacher mailbox for any pertinent information.
- ✓ During Prep time if you have not been assigned a task please report to the office for other unassigned duties.
- ✓ [Connecting to WIFI](#) and [LEARN 68 instructions](#). TTOCs may join a classroom but can't create a Google classroom.
- ✓ Take notice of resources, lessons, behaviour management strategies and add those in your own practice.
- ✓ Introduce yourself to teachers as they can request TTOCs in ADS.

End of the Day:

- ✓ Leave the classroom tidy and secured (windows locked, lights and technology off, chairs up, door closed).
- ✓ Ensure that any teacher assigned work is completed.
- ✓ Provide feedback and leave detailed notes/lesson plan for the incoming teacher.
- ✓ Have a conversation with the school Principal and/or Vice Principal about information that may need follow up such as accident, illness, information provided from parents, behaviour concerns and how you addressed it.
- ✓ Return keys, and/or other information with the office staff.