

Nuw'illum, Welcome, Bienvenue

NLPS TTOCs

Beginning your day:

- ✓ Arrive approximately 15-30 minutes before the bell to allow yourself time to park and prepare.
- ✓ Check in the office and introduce yourself.
- ✓ Gather information to help you and your students have a successful day.
- ✓ 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](#)
- ✓ Build your "Teaching Tool Kit". Borrow ideas for your future classroom— this is compliment to the teacher and school.
- ✓ Introduce yourself to staff, as teachers are able to request TTOCs in ADS.
- ✓ [Connecting to WIFI](#) and [LEARN 68 instructions](#). TTOCs may join a classroom but can't create a Google classroom

End of the Day:

- ✓ Leave the classroom tidy and provide detailed notes to help incoming teacher.
- ✓ Leave your contact information with the school – teachers can be requested.
- ✓ Have a conversation with the Principal regarding pertinent information that may need follow up, other support and to promote yourself.
- ✓ Return keys, and/or other information with the office staff.

TTOCs are expected to be available to work in all K-12 classrooms. Please note to meet our operational needs you may be reassigned to other classes and/or schools in NLPS. We appreciate your flexibility.

TTOC Sick Leave- if you decline and/or cancel a dispatch due to illness/injury you may be eligible for sick leave. Please enter your sick leave in Atrieve. If you are unable to enter this leave in Atrieve, email the cancelled dispatch information to [HR District Principal](#) including date of dispatch (morning, afternoon, full day), school/teacher.

TTOC Professional Development Funds/Resources - contact the [NDTA Professional Development Chair](#) or call (250) 756-1237 – there are PRO Funds available to you!