

Teachers Teaching On Call Tips

- Arrive at least 30 minutes prior to the first bell so you have time to:
 - Pick up keys from the office (this is a Health and Safety issue)
 - Locate and familiarize yourself with the teachers' day plan
 - Copy any materials needed
 - Put up any board work that is required
 - Ensure you have all the equipment you need for the day and that it is in working order
 - Familiarize yourself with special medical and/or learning needs of students in the class
- Be sure to send attendance to the office (or enter into MyEd)
- If you or a student gets hurt, you are required to report this to the office, who will provide you with the appropriate paperwork to complete (online)
 - If you are injured or if you experience a violent incident or a threat of violence, the school's Health and Safety Rep or the administrator will be able to help you complete the employee incident report; you are responsible for reporting the injury or incident to WorksafeBC (1-800-967-5377)
 - If a student is injured, complete the accident report (online) and followup with the student's parent(s)/guardian(s) at the end of the day
- Don't try to cover up difficult situations; it is okay to seek support or direction from the administrator
- Ensure you have followed the teacher's end of day routine
- Mark the work students did while you were there, particularly if it is objective unless the classroom teacher has left instructions for you not to do the marking
- If you feel some marking can't be done because of its complexity or subjectivity, leave it for the teacher with an accompanying note
- Leave detailed information for the classroom teacher as to what you were able to cover during the day, as well as any issues that arose and how they were dealt with
- Rough in a day plan for the following day
- Schedule after school commitments so you have time to finish what is asked of you before you have to leave the school
- Always carry runners and outdoor wear so you are prepared for teaching PE, doing outside supervision, etc.
- Always carry some of your own prepared materials just in case the contract teacher was unable to leave you clear instructions