

## TOC Duties and Responsibilities

- Arrive well in advance of the first bell.
- Check in at the office for information and keys
- Orient yourself to the building and introduce yourself to staff. Find the medical room, staff room, gym, fire exits and emergency procedure manual. Ask for a safe place to store your valuables (purse, wallet).
- Locate the teacher's daybook and go over the day's lesson plans.
- Verify the absentee procedure with the office, telephone slips (where used), materials (text and worksheets), and seating plan.
- Find the copy machine code, teacher supply room, and supervision schedule.
- Run off any material needed.
- Put up any board work assignments.
- Write your name on the board (and a special message/greeting if you wish).
- If audio-visual material is to be used during a lesson, double check to make sure the necessary equipment has been signed out at the school and that it works.
- Plan your introduction. Check on class opening exercises. If there are uncertainties about directions or you have questions about materials, ask a neighbouring teacher.
- Ask about attending meetings (staff, committee).
- Ask about medical alert, custody orders, medical order and anything that might impact health and safety of students and staff.
- Leave a detailed history of the day.
- Mark the day's work and leave a plan for the next day.

## **OTHER RESPONSIBILITIES**

Make sure you know the following procedures prior to starting your day. In a crisis, you may not have the time.

- Any injuries or medical emergencies must be reported to the administrator immediately.
- Follow-up on any student sent to the office.
- If a student appears to be seriously injured, do not move him/her.
- Students who indicate they are ill and wish to go home during the day must get approval from the office.

### **Fire drills or emergencies**

- Check the fire-drill regulations for the classroom.
- Remember to carry the class list with you during an alarm.
- You take the class outside.
- When outside, account for all students.
- Remain outside until the all-clear signal is given.

### **Reporting to the Regular Teacher**

#### **Reporting Absences**

- Leave a dated slip of paper for lates and absences (afternoon and morning).
- Check the roll call with the school's absentee list.

#### **Reporting on the Day**

- Follow as closely as possible the teacher's normal procedures, and teach the work planned by the regular teacher.
- Make note of any deviations from or extensions to the regular day plan.
- Indicate in the daybook what work has been completed.

#### **Marking Student Work**

- Written work should be marked, particularly if it is objective.
- If you feel some marking cannot be done because of its complexity or subjectivity, leave it for the teacher with an accompanying note.

#### **Reporting on Concerns or Making Recommendations and/or Suggestions**

- When reporting, include any specific items of concern or interest. Include the names of students who were co-operative or uncooperative.
- Single out students for praise.

#### **Planning for the Next Day**

- Whenever possible, prepare a daybook for the next day's work, unless directed otherwise by the teacher.
- Include comments or suggestions on following up from the day's work and feedback for the regular teacher on class and individual progress.
- Communicate with your colleague, and leave your phone number.

#### **Finishing Off Your Day**

- Allow things to wind down a few minutes early, to tidy up and put things away.
- You may wish to play a game or other fun activity to finish off the day.
- Thank the students for their co-operation—you'll tell their teacher how co-operative they were.