

## My TOC Check List

- I registered with the office secretary or administration immediately and checked regarding TOC procedures and the regular teacher's lesson plans.
- I carried out the lesson plans, classroom routines, and directions left by the classroom teacher.
- I marked all pupil assignments and classroom work** given by the regular teacher or previous TOC, according to school and teacher evaluation policies.
- I recorded pupil absence according to school procedures.
- I assumed the regular teacher's routine responsibilities for activities such as collecting fees, distributing supplies, locking doors, or other duties.
- I assumed the regular teacher's responsibility for supervision of pupils in the building, on the grounds, or on curricular field trips.
- I became completely familiar with all the school routines, particularly **emergency, safety, and fire procedures**.
- I left a clear, **written** summary for the regular teacher of the work covered and other relevant comments when my assignment was completed.
- I focussed on positive and constructive comments.
- I prepared the daybook for the following day.**
- During unassigned, or preparation time, I performed duties as requested by the absent teachers or, in the absence of such request, duties as requested by an Administrative Office (Article D8 of the Collective Agreement).