

Burnaby School District- TTOC Expectations

Callout Times for Teachers on Call

- Automated Dispatch System dispatches can occur up to 5 days in advance.
 - 5:00 p.m. to 9:00 p.m. for evening dispatches, Sunday to Thursday.
 - 5:00 a.m. to 8:00 a.m. for morning dispatches, Monday to Friday.
- Workboard is an online dispatch system where Teachers on Call (TTOC's) can access to view and select available dispatches. Dispatches can be viewed and accepted 24/7.

Minimum Shifts

- Teachers on Call are expected to work a minimum of 25 days in each school year. If a circumstance arises in which you will not be available for a significant period of time, e.g. temporary contract in another district, please record your unavailability on the ADS and e-mail Cindy Melhus at cindy.melhus@burnabyschools.ca

General Expectations

- Arrive at least 15 minutes prior to the first bell, and heck in at the office with the secretary.
- Check teacher's letter tray for any instructions they may have left. If you are uncertain or no instructions were left; check with the Head Teacher, Department Head or Principal.
- Be prepared for some flexibility if the school is short of teachers, you may be asked to change your assignment in order to cover other classes. This is at the discretion of the school's Administration to change or re-assign the teacher on call.
- If the teacher's schedule for the day includes a spare block or prep time – you are required to remain at the school for this time.
- Leave a day plan for the absent teacher providing details of the day and advising them if there were uncompleted items.
- If you have any issues in the classroom, discuss with the Principal/Vice-Principal and/or teacher in order to resolve conflicts.

Late Arrivals/or Cancellations

- If you were dispatched early enough to arrive at school on time but are unavoidably going to be late, please call and advise the school.
- If you were dispatched after 8:00 a.m. for a morning start time, the school will already be aware that you will be late; however, it would be helpful if you could advise the school of your approximate arrival time.
- If you accepted a dispatch and subsequently need to cancel and are unable to do so on the ADS or via the web, please call the TOC Office at 604-296-6907 or email dispatchdesk@burnabyschools.ca so alternate arrangements can be made.

Information on how Teachers on Call are Paid

- You will be paid based on the dispatches recorded in the system. Please check your dispatches on-line to verify that they are recorded correctly. If you are verbally asked by a teacher to work for them, please advise them that they must request you via the ADS system. All TOC requests must go through the ADS system.
- If you were verbally called by the TOC office to come in, please request a dispatch ID number. This ID number is your confirmation for the dispatch.