



**2021/2022
SCHOOL CALENDAR**

- Statutory Holidays
- School Vacation Periods
- Administrative Day
- District Pro-D Days (NI Days)
- School Pro-D and Planning Days (NI Days)
- Early Dismissal (one hour early)

| | | |
|-----------|-------|--|
| September | 6 | Labour Day stat |
| September | 7 | First Day of School |
| September | 24 | District Pro-D Day |
| September | 30 | National Day for Truth and Reconciliation stat |
| October | 11 | Thanksgiving Day stat |
| October | 22 | PSA Day (Provincial Specialist Assoc.) Pro-D Day |
| November | 1 | School-Based Pro-D Day |
| November | 11 | Remembrance Day stat |
| November | 17-18 | Early Dismissal Day (1 hour early) |
| December | 17 | Last day of school before winter vacation |
| December | 20 | to January 3 Winter Vacation |
| January | 4 | Schools Re-Open |
| February | 18 | School-Based Pro-D Day |
| February | 21 | Family Day stat |
| March | 11 | Last day of school before spring break |
| March | 14-18 | Spring Break |
| March | 21-25 | School Closure |
| March | 28 | School Re-opens |
| April | 15 | Good Friday stat |
| April | 18 | Easter Monday stat |
| April | 25 | District Pro-D Day |
| April | 27-28 | Early Dismissal Day (1 hour early) |
| May | 23 | Victoria Day stat |
| May | 30 | School Planning Day |
| June | 23 | Last Day of Classes |
| June | 24 | Administrative Day |
| June | 27 | School Close for Summer Vacation |

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|-------------------------------------|------------|
| Days of Instruction | 174 |
| Non-Instructional Days (Pro-D days) | 6 |
| Administrative Day | 1 |
| Total Days in Session | 181 |

| JULY 2021 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| AUGUST 2021 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| SEPTEMBER 2021 | | | | | | |
|----------------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| 4 | | | | | | |

| OCTOBER 2021 | | | | | | |
|--------------|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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| NOVEMBER 2021 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| DECEMBER 2021 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| JANUARY 2022 | | | | | | |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
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| FEBRUARY 2022 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

| MARCH 2022 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| APRIL 2022 | | | | | | |
|------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| MAY 2022 | | | | | | |
|----------|----|----|----|----|----|----|
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| JUNE 2022 | | | | | | |
|-----------|----|----|----|----|----|----|
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 8
(Kootenay Lake)**

School Board Office
3rd Floor, 811 Stanley Street
Nelson, BC V1L 1N8
Phone: 250-352-6681
www.sd8.bc.ca

**TEACHER TEACHING ON CALL
2021-2022
INFORMATION BOOKLET**

**Help Desk SFE Operator:
Direct Line: 250-505-7065
Email: tabsence@sd8.bc.ca**



REVISED: DECEMBER 2021

SCHOOL DISTRICT NO. 8
(KOOTENAY LAKE)
School Board Members

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Sharon Nazaroff, Vice Chair
Susan Chew, Trustee
Allan Gribbin, Trustee
Bill Maslechko, Trustee

Cody Beebe, Trustee
Becky Coons, Trustee
Dawn Lang, Trustee
Sheri Walsh, Trustee

District Staff Employee Directory
<https://www.sd8.bc.ca/contact/staff>

School Directory
<https://www.sd8.bc.ca/schools>

**HOW TO BE A SUCCESSFUL TEACHER TEACHING
ON CALL**

1. A recent survey published in “*Educational Leadership*” identified what Principals and classroom teachers’ value in T.T.O.C.’s. Principals value T.T.O.C.’s who treat students with respect and patience and have good classroom management strategies.
2. Regular classroom teachers want T.T.O.C.’s who:
 - (a) Know the curriculum.
 - (b) Leave a note about any problems and what was done.
 - (c) Are flexible.
 - (d) Leave the classroom in good condition and in the same arrangement as were left by the teacher.
 - (e) Takes time to learn the routines of the classroom and the school and follows them.
 - (f) Can work well with special needs students.

To consistently have success as a T.T.O.C., follow these suggestions.

1. **Be prepared.** Prepare a “just in case” folder with materials that you can use to fill awkward blocks of time when the class runs out of things to do. Plan some creative projects in writing, math, or art and include a short book, bring along some crosswords or general knowledge quiz questions.
2. **Be an Early Bird.** Arrive at the school at least half an hour earlier than your students. Report to the office when you arrive and determine your responsibilities, including supervision. Get a key to the classroom, and find the staff washrooms.
3. **Figure out the Game Plan.** Before the students arrive, become familiar with the classroom. Find the clock, the fire drill route, and the class rules. Introduce yourself to the teacher next door, who will most likely fill you in on routines and expectations. Clearly print the date and your name on the board so that the students can refer to it during the day. Now you can review the lesson plans left by the teacher, read them over more than once to ensure you fully understand them.
4. **Meet the class.** Students may be worried or curious about their teacher; assure them that their teacher is fine and that they will be back soon. Let them know the teacher has left instructions and plans for you and that your way may be a bit different from what they are used to, but that they will have a good day. Tell the students that you expect hands to be raised before voices. Let them know that you expect quality work from them.
5. **Enforce Consequences.** Children are astute at reading adults. If you speak with authority, respect and fairness, they will respect you, but if you are indecisive, or disrespectful, classroom management will be difficult.
6. **Leave the room neat and tidy.** When your day has ended, don’t walk away without first attending to some courtesies. Correct the papers that the class has worked on unless the teacher has instructed otherwise. If you don’t know how to assign a letter grade, simply note the number of mistakes at the top of the page and leave them for the teacher to grade. Do the little chores that the classroom helpers haven’t done, such as putting up chairs. Make sure any classroom pets have been fed and watered. Most important, leave a note for the teacher, telling what the class accomplished and what

specific problems you encountered and which students were particularly attentive and helpful.

7. **Believe in yourself.** None of this advice will mean much to you or your students if you don't think that substitute teaching is important. It is, and so are you. You are a professional teacher. You are an important influence on the students in your care. Keep this in mind, and your job will be more rewarding.

CALL-OUT PROCEDURES

Please click the Microsoft icon to log in. You log in will be your SD8 email and password. Once logged in, you can go to the available jobs tab to search and accept or decline daily or future available jobs.

All Teachers Teaching on Call are dispatched through the central dispatch system, SmartFindExpress (SFE). You can log into SmartFindExpress on the district website www.sd8.bc.ca > Staff > SmartFindExpress. You can expect to receive calls starting at 6:00 a.m. PST for day of assignments by the SFE automated system. For future assignments you can expect to receive calls starting at 7:00 p.m. to 9:00 p.m. PST Sunday to Friday.

Dispatch of TTOCs is performed using three procedures (in order):

1. Preferred/requested TTOC
2. Qualified alphabetical rotation
3. Alphabetical rotation

Teachers are able to request a specified TTOC in SFE when creating the absence, if that TTOC declines the call, it continues to call out to other Teachers Teaching On Call available.

If a Teachers-Teaching-On-Call will be unavailable to work for a period of time longer than two weeks in duration it is the teacher-teaching-on-call's responsibility to inform the SFE Operator in Human Resource Services. You may inform the SFE Operator by email: tabsence@sd8.bc.ca

For short term non-availability, you are required log your availability into SmartFindExpress.

Continued unavailability when you have identified that you are available MAY result in removal from the list for the remainder of the year.

You may cancel an accepted assignment, provided that assignment has not already started. You can cancel online up to 24 hours before the job starts. Less than 24 hours, you will need to call the dispatcher at 250-505-7065. A Teacher Teaching On Call **MUST** inform the dispatcher when not available **before 6:30 a.m.** on the day of absence or sooner.

TEACHER TEACHING ON CALL

General Guidelines

It is the responsibility of every principal to have information on school procedures available, related to their school, and give an orientation to each Teacher Teaching On Call.

Salary Information

The pay period covers from the first to the last day of the month. Teacher Teaching On Call will receive a mid month advance based on hours worked from the first of the month to the 15th of the month, the advance is 60% of estimated net earnings. Deposits will be issued 5 business days after the cut off, which is the 15th and last day of the month.

Refer any questions to ttoc.payroll@sd8.bc.ca, regarding hours, deductions, or deposits.

Rate of Pay and Benefits

- a. An Employee who is employed as a teacher teaching on call shall be paid 1/189 of their category classification and experience, to a maximum of the rate at Category 5 Step 8, for each full day worked.
- b. TTOC's shall be paid an additional compensation of \$11 over the daily rate in lieu of benefits. This benefit will be prorated for part days worked but in no case will be less than \$5.50.

Student Supervision

A Teacher Teaching On Call may be required to conduct supervision duties and should be informed at the school, if in for consecutive days.

Planning

- A daybook should be available for the first day; for additional days the regular teacher should provide planning guidance.
- Teacher resource materials and texts should be readily available with a lesson objective outline.
- A class list should be available indicating special groups or other special needs.
- Teachers Teaching On Call should be informed of pertinent medical problems of students in the class in which they are working. (It is suggested that agenda also be attached to the daybook listing medical problems.)
- As per WorkSafe BC requirements, the employer must ensure that before a young or new worker begins work in a workplace, the new worker is given health and safety orientation and training specific to that new worker's workplace. On the day of your first assignment at each school, please arrive early enough so the employer can provide the training specific to the school.
- Where appropriate, Teachers Teaching On Call should prepare a minimum day plan for the following day and should include: what has been covered, suggestions for the next day, items for re-teaching, etc.
- When hired for a long-term position, the regular teacher should provide course previews.
- Teachers Teaching On Call should mark the day's assignments as fully as possible, which may require some time after dismissal.
- For secondary schools: The timetable, room keys, room changes, day and block numbers will be available at the office.
- Teachers Teaching On Call **MUST** check in at the office upon arrival.

CENTRALIZED TEACHER TEACHING ON CALL DISPATCHING SYSTEM FOR ALL SCHOOLS

The telephone number for the SFE dispatch operator is 250.505.7065. There will be a staff member at this number from 6:30 - 8:30 a.m., Monday through Friday, during the school year. There is a voice mail on this line, so messages may be left 24 hours per day.

1. Phone calls will be made to your designated number between 6:30-8:30 a.m., Monday through Friday. If you do not answer, SFE will note the time that you were phoned, and the assignment will be offered to someone else.
2. T.T.O.C.'s will be assigned up to 4 working days prior to the vacancy occurring. Confirmation **must** be received for all assignments. If confirmation is not received, the assignment will be offered to another T.T.O.C.
3. The T.T.O.C. must provide a reason to central dispatch when turning down an offer of an assignment.

Continued unavailability when you have identified that you are available MAY result in removal from the list for the remainder of the year.

NOTES:

- Please be aware that schools are both **NUT SENSITIVE** and **SCENT-FREE**.
- Please do NOT bring any nuts or peanuts into the school.
- Please do NOT wear perfumes, colognes, aftershaves and other scented products.