

Staff Roles & Responsibilities

Teachers On Call

Each school in the District will interview and select Teachers On Call (TOC's) (aka, Substitute Teachers) at the beginning of each school year or as required throughout the year. TOC's are interviewed by the principal or his/her delegate and upon selected applications are sent to the District Office for processing. TOC's will be called in for work on an 'As Needed' basis by the particular school (s) they have interviewed with.

The following suggestions are intended to assist individuals to be effective as a TOC.

Each school will create and distribute a TOC handbook to include the following:

- obligations of the administration
- obligations of regular teachers
- obligations of TOC's
- obligations of students
- school floor plans
- school policies and procedures
- tips for classroom control
- code of ethics

Daybooks must be complete and give clear directions to the substitutes. Serious consideration must be given by the regular teachers to the suitability and durations of assignments. Assignments that students are unable to do or able to do in less than the scheduled time results in problems for the TOC.

Inservice programs for TOC's can take on several forms:

- a formal inservice session for a group of TOC's
- inclusion of TOC's in regular teacher inservice activities
- observation session with a regular classroom teacher

Early notification for TOC's is key to their success. Principal's should establish guidelines with their teachers.

The following statements are taken from a TOC Handbook.

The TOC needs to know not only what is expected of them, but also what they can expect of the school administration, teachers and students. This orientation program will hopefully serve the purpose of achieving the above.

A. It is the obligation of the principal/vice principal to:

- notify the TOC by 8:00 am of the need for a TOC, giving all the necessary information
- meet the TOC and familiarize them with the portion of the school plan they need to know
- see that adequate instructional material, supplies and courses of study are available
- ascertain that the TOC is aware of all necessary schedules and duties
- extend the normal courtesies of helping the TOC become acquainted with the staff and school procedures
- aid the TOC in other ways to carry on a good instructional program
- notify the TOC by 3:30 pm if the regular teacher will be returning the following day
- maintain the "Teacher Absentee and TOC Use Form" on a weekly basis filing a photocopy with the Accountant each week

B. It is the obligation of the regular teachers to:

- notify the principal at least by 8:00 am of the need for a TOC
- keep register or roll book where it can be found and kept up-to-date
- include in plan book additional assignments such as group responsibilities, lists of texts used and issued to students
- keep seating charts up-to-date
- list monitors, special class arrangements, etc. together with duties assigned
- develop a willingness on the part of the students to accept the fact that a TOC may do things differently than the regular teacher
- ensure that the TOC has all the keys that will be necessary for the day
- avoid permitting students to flatter the teacher at the expense of the TOC after the return of the regular teacher
- notify the principal not later than 2:30 pm if planning to return the following day. If no contact is made, TOC's will be re-employed for the following day

C. It is the obligation of the TOC to:

- report to principal's office at least 15 minutes before classes begin except in case of emergency
- get regular teacher's mail and keys before going to class