

TTOC TIMES



Maple Ridge Teachers' Association

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Early Career Teacher Committee Chair: Kara-Lynn Lund

December 7, 2021

Issue 2

How to Leave a Classroom

Elementary School TTOCs are required to leave the classroom ready to go for the next day!
This means doing the following:

- Leaving a Dayplan for the next day – this is mandatory and just ethically a kind thing to do
 - If you are not sure what the shape of the day looks like, check with the office and ask for the prep schedule so you can factor that in. It's also good to ask if there is anything important planned for the next day like assemblies or fire drills.
 - Not sure what to plan?



- Expand on what was left for you that day
- Leave easy-to-do art projects or STEM projects
- Check student work to see what the class has been working on
- Touch base with teachers next door for advice on what to leave if you are really stuck
- Outside learning activities
- Add in movement breaks
- Use the following district websites:
 - Spark (spark.sd42.ca> Topics>Mentoring>TTOCS is just one great place to go)
 - Online Resources (www.sd42.ca >Staff tab>Online Resources)

can be stretched to being used for one curricular area or many or if there is something that can be used to supplement the work done with you

- Changing the Date on the board (if one is present)
- Change the Shape of the Day (if one is present)
- Complete any marking that you incurred during the day (not major projects but day to day assignments and tasks)
- Leave the desk neat and tidy
- Leave a detailed and honest note about how the day went!
 - Be honest if kids were tough during the day so teachers can speak with those kiddos when they return, not being honest will not help future TTOCs
- Complete any other tasks requested by the classroom teacher

Safety Plans

As a TTOC you are required to view, and sign, safety plans that are put in place for students you will be working with that day. If you arrive and a day plan indicates there is a safety plan that you need to read, but the safety plan is not present, check with the office on where you may locate the safety plan.

Did you know that schools are required to give all TTOCs sufficient time to read safety plans before starting to work with that child? That means if you arrive late at a school or have trouble locating the safety plan, the school is required to cover the class until you have time to read and sign the safety plan for any students you may be working with. You must read the safety plan before coming into contact with the student – not after!



Early Career Teachers: Access to Prep is important

Know that all teachers at 0.5 FTE or higher should have prep in their weekly teaching schedule (and for all Job Share teachers of all FTE amounts, as has been arranged between themselves and their partner). This is true for classroom teachers, and all those in non-enrolling positions, from Teacher Librarians, to Support Teachers, to English Language Learning roles (ELL), Aboriginal Resource Teachers (ARTs), through to Prep and Collaboration teachers, and Permanent contract TTOCs.

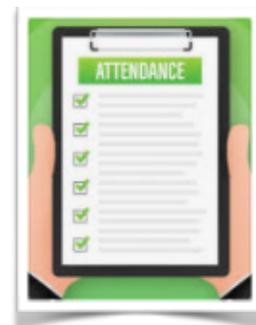
Prep time expectations you should have access to is as follows:

- Twelve and one-half percent (12.5%) of in-classroom instructional time (one (1) block in 8) for full-time secondary teachers.
- Ninety (90) minutes per week for full-time elementary teachers. (One hundred (100) minutes effective September 17, 2014 and one hundred ten (110) minutes effective June 30, 2019). The scheduling of preparation time shall be in no less than thirty (30) minute units of work.
- Preparation time shall be pro-rated for part-time teachers assigned no less than one-half (0.5) F.T.E. time.

Also know that if you are pulled from your Prep time, due to your Administrator requiring you elsewhere, the expectation is that they will help you make up the missed time at a later time.

It is important to log your absences with a reason!

We want to remind TTOCs that it is important to log a reason for not accepting work for the day. This is because if you work an assignment consistently for more than 20 days, the assignment gets retro-contracted – it becomes a temporary contract with the district, and will earn you your temp status! If you are away during those 20+ days due to illness or accident and DON'T log the reason, you will lose that retro-contract because it will not be considered 20+ consecutive days. Always log a reason why you will not be accepting work that day!



Upcoming Learning Opportunities:

December 7th: Welcoming Indigenous Ways of Knowing via Zoom at 3:00 pm - All Educators welcome to attend, link was sent out on the December calendar from Jen MacDonald/Mentoring and sent out to all administrators to pass on to staff members

December 16th: Gratia Coffee Chat at 3:00 pm, hosted by Jen MacDonald/Mentoring