

SCHOOL DISTRICT #35 (LANGLEY)



TEACHER-ON-CALL
(updated)

ADS PHONE NUMBER: 604-532-1454

EMERGENCY / HELP LINE and CANCELLATION
LINE: 604-532-1400 -(when prompted 1 then 210)

EMPLOYEE # _____ PIN # _____

EMPLOYEE REFERENCE

ADS WILL DISPATCH AT THE FOLLOWING TIMES:

WEEKDAYS	5:15 AM—(ALSO MANUALLY)
NEXT DAY/FUTURE	
ASSIGNMENTS	6:00 PM - 10:00 PM
FRIDAY / SATURDAY	NONE
SUNDAYS	6:00 PM - 10:00 PM
STAT HOLIDAYS	6:00 PM - 10:00 PM

FYI

- All codes entered must be followed by pressing the # key
- Dates must be entered as YYMMDD
- Time must be entered as HHMM using the 24-hour clock
- Exit back to the Main Menu by pressing * then 1
- Increase the volume of ADS by pressing # and 3
- Decrease the volume of ADS by pressing # and 2

ACCEPTING A DISPATCH:

If you are called for a dispatch, you will hear the ADS system speak the following message:

"Good Evening, Langley School District has dispatching information for <your name>. Enter your PIN number followed by the pound key."

Enter your PIN followed by the # key then press 1.

The ADS system will now speak the details of your assignment.

(Be sure you listen for the DATE as well as the day of the assignment. The system can call 7 to 10 days in advance!)

- Press 2 to listen to the subjects and levels
- Press 3 to listen to the absent employee's message.
- Press 4 to accept or 5 to refuse the assignment.
- If you refuse, enter your REFUSAL code (on opposite page) followed by the #.

If you want to be marked as UNavailable for the remainder of the day, press 1, if you are still AVAILABLE for that day, press 2.

- If you accept, wait for the system to speak out your ADS Absence ID#.

⇒IMPORTANT – Wait for the ADS system to speak your Absence ID#. ***IF YOU HANG UP BEFORE HEARING THIS NUMBER SPOKEN, THE SYSTEM ASSUMES YOU HAVE CHANGED YOUR MIND AND WILL PROCEED TO THE NEXT AVAILABLE TOC.*** (Should two TOC's arrive for the same assignment, the TOC with this number will fill the position). You also need it to inquire, cancel, or close your dispatch.

⇒NOTE: Be sure that whomever answers your phone knows how to respond to the ADS. If the phone is hung up without following the prompts, the system will proceed to the next available TOC on the rotating list.

CLOSE AN OPEN-ENDED DISPATCH

Contact School Board Office at Emergency Line: If you are in an open-ended assignment and the teacher informs you verbally that the assignment is finished, be sure that it is officially closed through the ADS, or you will not show up as being available. It is the responsibility of the teacher to do so, but you may want to check.

CANCEL A DISPATCH

Contact School Board Office at Emergency / Help Line:

This is the **ONLY** way that a dispatch can be cancelled. Please leave the **Absence ID #** and the **subject or grade** you were to teach.

RECEIVE NOTIFICATION OF CHANGE OR CANCELLATION IN DISPATCH:

If you are called by the ADS because either the dispatch is being cancelled or closed, you will hear the ADS system speak the following message:

"Good Evening, Langley School District has dispatching information for <your name>. Enter your PIN number followed by the pound key."

Enter your PIN followed by the # key then press 1.

The ADS system will now speak the following message:

"Langley School District is calling to confirm that the dispatch ID _____ has been changed. The last day you are required to work is _____."

NOTE: IMPORTANT

As long as your PIN # has been entered, the system will assume you have received the message of cancellation.

- Press 1 to acknowledge you have listened to the details of the change.
- Press 2 to review the details of the assignment.
- Press 3 to listen to the subjects and levels
- Press 4 to replay the absent employee's recorded message.

INQUIRE ON A DISPATCH (MENU OPTION 2)

1. Call the ADS system phone number, enter your employee number, followed by the #, enter your PIN followed by the #, and press 2 to *INQUIRE ON A DISPATCH*.
2. Press 1 and enter your Absence ID #, followed by the # key.
3. Press 1 to listen to the details of the dispatch. Press 2 to listen to the subjects and levels. Press 3 to listen to the absent employee's recorded message.

GENERAL EMPLOYEE OPTIONS

CHANGE YOUR PIN (MENU OPTION 5, 1)

1. Call the ADS system phone number, enter your employee number, followed by the #, enter your PIN followed by # and press **5** then **1**.
2. Enter your new PIN followed by the # key. The PIN must be a minimum of 4 digits.

CHANGE YOUR PHONE NUMBER (MENU OPTION 5, 2)

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press **5** then **2**.
2. Press **2** to enter your backup phone number followed by #.
(Be sure to enter your area code; ADS will automatically determine if your number is long distance.)

RE-RECORD YOUR VOICE (MENU OPTION 5, 3)

1. Call the ADS system phone number, enter your employee number and #, then your PIN followed by # and press **5** then **3**.
2. Speak your full name, followed by the # key.

UNAVAILABILITY (MENU OPTION 5, 4)

Please be sure to keep your availability up to date. If you are called by another district, or wake up ill, etc., **please** call the ADS right away and enter that day's date.

It is also **important** to let us know if you are not available in the afternoon of any given day, as late requests for TOCs come in during the morning.

⇒ If you have any problems with making yourself unavailable on the ADS, inform the Emergency / Help Line.

1. To book unavailability press **1**
2. To inquire on or cancel unavailability press **2**
3. To return to the main menu press **3**

Also Note: If you have previously accepted a dispatch, please call the Emergency Line to cancel.

REFUSAL & UNAVAILABILITY CODES

1	Illness
5	Other Employment
6	Other

DISPATCHING PARAMETERS

- Absences for the next day or future assignments will be dispatched in the evening between 6:00 pm – 10:00 pm, Sunday through Thursday.
- Current-day absences will be dispatched starting at 5:15 am, Monday through Friday mornings. If a request is submitted too late for the ADS to dispatch, it will be dispatched from the Employee-On-Call desk.
- If there are requests in the queue, ADS will call 7-10 working days in advance of an assignment. Be sure to listen to the **DATE**, as well as the **DAY** of the week for the assignment.
- When ADS is dispatching, and there is no answer at the TOC's regular phone number, ADS will call the backup phone number, if it has been provided, before moving to the next TOC in the rotation.
- Dispatched employees will be notified of closed or cancelled assignments during either the evening or morning call out times.
- **Dispatched employees must call the EMERGENCY / HELP LINE (shown on front) to cancel a dispatch: Please leave the Absence ID# and the subject / grade you were to teach.**

⇒ **NOTE:** Booking yourself unavailable for any given day **does not cancel** a dispatch you have previously accepted!