



## Administrative Procedure 460

---

### TEACHERS TEACHING-ON-CALL (TTOC)

#### Background

In order to provide a continuous, well-directed education program for students, the District shall employ the best available substitute teachers or instructors in the absence of the regular classroom teacher.

#### Procedures

1. The District will maintain a list of all teachers teaching-on-call approved for service to the District. Files on all teachers teaching-on-call will be maintained by the District Office. Teachers teaching-on-call are expected to file copies of credentials and document any previous teaching experience in the same manner permanent staff must, for salary purposes.
2. The deployment of teachers teaching-on-call within a particular school is the responsibility of the principal.
3. Teachers teaching-on-call are expected to fit into the organization of the school when they arrive and, in consultation with the principal, to continue the work and activities that have been planned by the teacher they are replacing.
4. Teachers employed as teachers teaching-on-call must conform as closely as possible to the established routine and discipline procedures of the school. When the principal expects a teacher teaching-on-call to perform non-instructional duties, the teacher teaching-on-call shall be informed of this at the time of engagement.
5. Teachers teaching-on-call are expected to adhere to the same standards of professional conduct as regular teachers including conforming to the [Code of Ethics of the B.C. Teachers' Federation](#).

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act  
Employment Standards Act  
TTOC Handbook  
TTOC Automated Dispatch

Adopted: February 23, 1981  
Revised: December 15, 2020