



### **EXPECTATIONS FOR TEACHERS ON CALL & TEACHING ASSISTANT SUPERVISORS**

1. All Fort McMurray Public School District buildings are strictly scent-free environments. Please respect this.
2. Arrive at school 15 minutes before the first bell. If you are going to be late contact the TOC Coordinator at 780-792-7672.
3. Check in at the office when you arrive.
4. Gather needed materials (lesson plans, supervision schedule, etc.).
5. Locate fire/emergency lockdown folder. Read plans and find exit.
6. Find out if any students have medical issues (severe allergies, prosthetic limbs, etc.). The teacher you are working for should have this written down. Often an EA in the classroom will also be able to tell you this information. Also, some schools have this information posted in the staff room.
7. Follow the lesson plans as closely as possible.
8. Leave a note for the teacher at the end of the day.
9. Check out at the office and fill out your time sheet and have it signed (TAS only).
10. Check employee connect every day to see pending jobs and text the TOC Coordinator to accept or decline 780-792-7672 as well as check the book a job menu option.