

Beginning your day:

- ✓ Arrive a 15-30 minutes before the bell to allow yourself time to be prepared
- ✓ Check in the office and introduce yourself to the office staff, Principal/Vice Principal and teachers that you may be working with.
- ✓ Gather information to help you and your students have a successful day
- ✓ Do you have fire/earthquake information?
- ✓ Do you have a class list and are there lesson plans/notes from the teacher?
- ✓ Do you have a plan if you need to contact the office?
- ✓ Is there an Education Assistant (EA) or a Responsible Adult (RA) in the class?

During the Day:

- ✓ Check with a neighbour teacher, introduce yourself 😊
- ✓ Avoid using your cell phone and turn your ringer off.
- ✓ Build your “Teaching Tool Kit”. Borrow ideas for your future classroom– this is compliment to the teacher and school.
- ✓ If you have additional questions or need support reach out to school staff

End of the Day:

- ✓ Leave detailed notes and/or a lesson plan for the following day.
- ✓ Leave the classroom tidy
- ✓ Leave your contact information with the school – teachers can be requested.
- ✓ Have a conversation with the Principal – with pertinent information from the day or for any support or to promote yourself.
- ✓ Return keys, notes with the office staff.

TTOC's are expected to be available to work in all K-12 classrooms. Please note to meet our operational needs you may be reassigned to other classes and/or schools in NLPS. We appreciate your flexibility.

Helpful Resources on the NLPS Staff Website

[Entering an Absence](#)

[NLPS Learns](#)

[HR Website](#)

[Employee and Family Assistance program](#)