



A Day in the Life of a Daily OT

Arrival:

Arrive on Time:

- A daily OT should arrive at least 15 minutes before a morning assignment and 5 minutes before an afternoon assignment (Reg. 298 d);
- you may want to arrive earlier, to be better prepared for your day;
- dress appropriately for the weather and for each individual job...be prepared to teach Physical Education at any time and bring a whistle!

Check in at the Office:

- Sign in with Office Administrator(s);
- Ask for keys, purple duotang;
- Ascertain locations of:
 - classroom/office you will work from for the day;
 - staff room and bathrooms;
 - photocopiers;
 - staff mailboxes;
 - gym and library.
- Ask for attendance procedure.

In your office/classroom:

- Find and read Day Plan, Safety Plans, OT Binder (if available), photocopy code (if needed);
- Make note of indoor/outdoor duty, if applicable;
- Be aware of student health issues, lock down procedures, evacuation plans, fire exits, etc...;
- Take note of class lists, seating plans (if available);
- Find out daily entrance and exit procedures (especially important for Kindergarten assignments).

Duty:

- OTs follow the duty schedule of the teacher they are replacing;
- Duty can be indoor, outdoor, lunchtime, or bus duty;
- Always wear orange vest (provided) when on duty;
- Outdoor duties require the use of a walkie-talkie...familiarize yourself with how to use it and don't be afraid to ask questions;
- Always return vest and walkie-talkie when duty is finished...if necessary, ask a student to return walkie-talkies to office.

Teaching time:

Students Arrive:

- Introduce yourself to your students...remember to smile!
- Make connections with students with special needs/requirements;
- Ask about the classroom community, daily routines, procedures, and rules;
- Establish that you are in charge for the day;

Teach, Teach, Teach!

- Teach every lesson to the best of your ability;
- Don't be afraid to ask questions;
- Use your prep time to go over upcoming lessons and familiarize yourself with

classroom technology;

- If a lesson is not teachable, for any reason, be prepared to provide grade-level activities to use the time, and always leave an explanation for the returning teacher to explain the change.

End of the Day:

- Don't be that OT who packs up and leaves as soon as the bell rings;
- Follow exit procedures for your class;
- If you have Bus Duty, be on time;
- If you don't have Bus Duty, stay in the classroom area until all students have gone;
- Tidy up and organize the classroom for the returning teacher;
- Write a note to summarize your day...most teachers appreciate an end-of-day email.
- Return keys and purple duotang to office.

So there's no day plan:

- Don't panic!
- Ask at the office...the plan may have been emailed to them;
- Ask other teachers...most grades work in teams and they can give you guidance;
- Ask the students;
- Make a grade-appropriate plan;
- Remember...you'll have your prep time and lunch breaks to plan as you go.
- Important...email OCEOTA and tell them when something is not provided!

During your Prep:

Do:

- Eat, hydrate, and use the bathroom! You will do your best work if you take care of yourself!
- Prepare for upcoming lessons;
- Gather/Prepare supplies for upcoming lessons;
- Write note for teacher;
- Check OCEOTA website;
- Check GEM;
- Read your Local and Provincial Collective Agreements;
- Read the "ETFO Code of Professional Conduct" as well as the Ontario College of Teachers "Standards of Practice".

Don't:

- Give up your prep time...this is your time and is a right afforded to you in your Collective Agreement;
- Perform marking tasks;
- Leave the school property;
- Cover for other teachers.

Important:

- You are responsible for everything that happens in your classroom...ensure that every job is a success for you and for your students!
- If you have questions or need help, ask another teacher or the administrative staff;
- Remember the administrative staff and the custodian will be your best friends...treat them kindly!

Always Remember...Stay calm, relax, and smile...you are the teacher and it is your class for the day...enjoy it!