



Tips for Success in Daily OT Assignments

1. Prepare in Advance

- Know your preferred school locations and travel times
- Prepare your OT “Bag of Tricks”

2. Before the Bell

- Arrive early enough to have time to sign-in, pick up the Handbook, keys (no deposit), information on violent students and their safety plans, information on students with behaviour needs or health concerns, as well as prepare for your day.
- Check out the classroom and learn how the PA system works.
- Check for the posted duty schedule in the staff room, the class list, seating plan and fire exit.
- Read the day plan and check out the resources, text books, work sheets and prep time.
- Check the timetable and list of any support personnel who are scheduled to be in the classroom. (Introduce yourself to those people when they arrive and ask their name and function).
- If scheduled support people do not arrive, contact the office and ask if the schedule has changed.
- If there is a duty in the day plan that is not on the posted schedule, contact the office to notify them that the duty teacher needs to be informed that she will need to do duty.
- Locate staff room and staff washroom(s).

3. Preparation

- Prepare the lessons for the classes that are scheduled before your first nutrition break or prep period. Do not try to prepare the whole day. You can prepare the rest in your prep period.
- Read all high needs student information.

4. Student Entry

- Welcome students. Introduce yourself – set a positive tone. Be pleasant and supportive yet firm. Set clear and fair expectations. Have the students help you with class routines. Modify the routines if necessary.
- Take attendance. Notify office of absences. Count students after each break.

5. Classroom Management

- You are accountable for all that happens in your classroom.
- Do your best to deliver the plan left by the teacher.
- If the plan is not working, you may have to adjust it or change it.
- If a student is disrespectful, disruptive, defiant or uncooperative and won't respond to you, get help from the Principal. See Article L29.01 (e) of the Collective Agreement.

6. Preparation Periods

- Use your prep period to organize the classroom, resources and plan your lessons.
- If fully prepared, read Board Policy & Procedures or ETFO PRS Bulletins, or become more familiar with the high needs student information.
- You are not to be reassigned to teach another class and should not be left work to complete by the contract teacher.
- Marking work is not your responsibility. Only mark simple right or wrong assignments and only if you are fully prepared for your teaching assignment.

7. During the Day

- Complete all appropriate OCDSB accident forms, Workplace Violence Reporting Form 733 and Safe Schools Incident Report Form Part 1
- Report any suspected child abuse to CAS.
- Observe the ETFO Code of Conduct and OCT Ethical Standards & Standards of Practice.
- Speak respectfully of and to students and staff.
- Share no student information outside of the school.

8. End of Day

- Tidy and organize the classroom.
- Leave a note re: completion of the plan for the teacher (what went well, what was not finished or things students did not understand).
- Make sure students have gone to the bus or started walking home. Do not leave the classroom area until all students have left.
- Calculate the length of the assignment to verify if it is correct on the job offer.

9. Signing Out

- Return key and handbook.
- Ask if pay has been entered into the payroll system.
- Correct the percentage of the assignment if it was wrong.
- Call OCEOTA if pay is still incorrect.
- Email OCEOTA if you were not given keys or if you were asked for a deposit in exchange for keys.

10. Websites

- OCEOTA, www.oceota.com
- ETFO, www.etfo.ca & www.etfocb.ca
- OCDSB, www.ocdsb.ca
- OCT, www.oct.ca

11. Field Trips

- Do not agree to take charge of a field trip. If more than one class is going, the other teacher can take charge. If only your class is going, it would be best if a VP or Principal took charge, or another teacher was assigned to the field trip and you take that teachers' classroom for the day.

12. EasyConnect

- Read the EasyConnect Manual on GEM.
- To cancel, select "reply all" on the confirmation email and indicate that you are no longer available and the assignment should be reposted. No reason is needed. DO NOT accept another assignment for that same day after you have cancelled an assignment. In addition, you can call the school and leave a cancellation message.