

## TTOC Dispatch Flowchart

Teachers call TTOC line or email Dispatch to request coverage.  
Requests include duration of placement and up to three TTOC choices.

Dispatch records all requests for Secondary and Elementary

Dispatch checks for:

- any continuing placements (TTOC from previous day to return)
- requests
- recall availability and requests
- any specialty placements (ie: Industrial Ed)
- any TTOC with multiple requests and flags them (both Sec & Elem)

Dispatch process begins for **ELEMENTARY** in the following order:  
1) Return (continuing), 2) Request, 3) Recall, 4) Rotation.

*If a returning (continuing) or requested TTOC is unavailable, the second-position request is then called, if they are unavailable, the third request is called. If the position is still not filled, the Recall TTOCs are called and, finally, if necessary, the Rotation order is called into play. TTOCs who are requested for multiple placement for both Sec & Elem are given their choice of placement whenever possible.*

*Any late calls and/or messages are recorded for both Secondary and Elementary. Elementary calls are dealt with immediately as necessary; Secondary information is added to the daily sheets.*

**NOTE** *TTOCs who receive requests during this download will not ordinarily be given the choice of this late placement. Time constraints restrict "double dispatching"; however, every effort (without guarantee) will be made if the late call is for a continuing placement.*

Dispatch process begins for **SECONDARY** in the following order:  
1) Return (continuing), 2) Request, 3) Recall, 4) Rotation.

*If a returning (continuing) or requested TTOC is unavailable, the second-position request is then called, if they are unavailable, the third request is called. If the position is still not filled, the Recall TTOCs are called and, finally, if necessary, the Rotation order is called into play. TTOCs who are requested for multiple placement are given their choice of placement whenever possible.*

*Any late calls and/or messages are recorded and dispatched /dealt with for both Secondary and Elementary.*

**Continuity** is of ongoing concern. Dispatch makes every effort to have TTOC continuity. However there are a number of factors to consider: (1) teachers calling in day-to-day for absences (particularly if calls come in late) and the TTOC has already been dispatched elsewhere, (2) the TTOC has discussed an absence with a teacher but is now unavailable due to a continuing placement, (3) a break in the dispatch (ie: a teacher returns for a day or part day then continues the absence).

Please be aware that continuity requires co-operation from all parties involved.