

Vancouver Island West School District 84  
**NON-CERTIFIED PERSON ON CALL AVAILABILITY FOR THE 2023-2024 SCHOOL YEAR**

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

I am available as a POC for the 2023-2024 school year as per the following checklist. I am fully prepared to teach

\_\_\_\_\_ with my preference being \_\_\_\_\_.

I do not wish to teach the following subjects/grades: \_\_\_\_\_.

(Please add information on the back of this form and/or add additional pages as needed.)

☐ **Captain Meares Elementary Secondary School, Tahsis:**

- ☐ Mornings Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ Afternoons Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ All Day: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ I require a minimum of \_\_\_\_ day(s) of work in order to be available as a TTOC for this school.
- ☐ I require \_\_\_\_ hour(s) or \_\_\_\_ day(s) notice.

☐ **Gold River Secondary School, Gold River:**

- ☐ Mornings Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ Afternoons Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ All Day: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ I require a minimum of \_\_\_\_ day(s) of work in order to be available as a TTOC for this school.
- ☐ I require \_\_\_\_ hour(s) or \_\_\_\_ day(s) notice.

☐ **Kyuquot Elementary Secondary School, Kyuquot:**

- ☐ Mornings Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ Afternoons Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ All Day: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ I require a minimum of \_\_\_\_ day(s) of work in order to be available as a TTOC for this school.
- ☐ I require \_\_\_\_ hour(s) or \_\_\_\_ day(s) notice.

☐ **Ray Watkins Elementary School, Gold River:**

- ☐ Mornings Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ Afternoons Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ All Day: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ I require a minimum of \_\_\_\_ day(s) of work in order to be available as a TTOC for this school.
- ☐ I require \_\_\_\_ hour(s) or \_\_\_\_ day(s) notice.

☐ **Zeballos Elementary Secondary School, Zeballos:**

- ☐ Mornings Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ Afternoons Only: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ All Day: Monday \_\_\_\_ Tuesday \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ Friday \_\_\_\_
- ☐ I require a minimum of \_\_\_\_ day(s) of work in order to be available as a TTOC for this school.
- ☐ I require \_\_\_\_ hour(s) or \_\_\_\_ day(s) notice.

**PLEASE NOTE:** In order to be included on the POC list, this form must be completed and returned to the School Board Office. If any of your information changes throughout the year, it is your responsibility to submit an updated form – see <https://sd84.bc.ca/staff-resources/forms/>. Please e-mail to [lungert@viw.sd84.bc.ca](mailto:lungert@viw.sd84.bc.ca) or fax to 250-283-7352. Thank you.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date