



Dear Ramon,

Congratulations on your Full Year Temporary Teaching (FYTT) contract for 2017 – 2018 with the Calgary Board of Education!

**Your Home School Placement: A E Cross      Principal: Brandy Yee**

Your home school operates on a traditional calendar. You must attend the first three organizational days at your home school: **August 30<sup>th</sup>, 31<sup>st</sup> and September 1<sup>st</sup>**. School begins (students in) on **September 5<sup>th</sup>, 2017**. **You must be registered and available in our substitute placement system (SFE - SmartFind Express) by September 5<sup>th</sup>. You will begin subbing to the system on September 11<sup>th</sup>.**

#### **How your FYTT contract works**

Before beginning the day you must check SFE to see if you have been booked as a sub at your homeschool or another CBE school. If you are booked, please report to your subbing position. If there is no booking on SFE, you are required to call the FYTT sub line at 6:00 am to receive a subbing assignment 403/817-7882. Every time you sub for a teacher at your homeschool or another CBE school, you must receive a job number through SFE.

If you are not booked as a sub, please report to your home school for your assignment. All non-instructional days (no students) will be spent at your home school.

You may be offered a teaching contract at your home school or a different CBE school. If offered, you would contact me to discuss the placement, however in most cases it is expected that you will work in the contract position.

#### **Information Meeting**

Your attendance is required at a meeting hosted by Teacher Staffing. FYTT contract details, registration in the substitute placement system and other important information will be discussed.

**Wednesday, August 30<sup>th</sup>**

**1:30 – 3:30 pm**

**Learning Commons, Education Centre, 1221 – 8 Street, SW**

**\*\* Your signature is required on documents presented at this meeting, therefore, attendance is mandatory.**

Thank you and all the best for the upcoming school year! Should you have any questions about this offer, please contact me at [slodwyer@cbe.ab.ca](mailto:slodwyer@cbe.ab.ca) and I will be happy to discuss it with you.

Yours truly,

Sheilagh O'Dwyer, Consultant, Staffing and Recruitment  
Calgary Board of Education