

## **Full Year Teaching Contract Teachers** **Important Information for 2017 - 2018**

We are pleased to offer you a **Full Year Teaching Contract** for the 2017 – 2018 school year with the Calgary Board of Education.

This document provides you with very important information about the processes you must follow. This contract requires that you work every day, either as a priority substitute teacher subbing every day or in a classroom position. If you do not begin the school year in a classroom position, you will be placed at a home school for the start of the school year. Your home school will be your assigned school for system non-instructional days (eg: Professional Development Days). When you are in a classroom position, this school becomes your assigned school for the duration of your placement.

### **Receiving a Substitute Teaching Position**

#### **Registering:**

As soon as you have an employee number, you can register in SmartFind Express (SFE).

First, before you can register on SFE (SmartFind Express) you must go into PeopleSoft and enter your teaching assignments. Here is the path: main menu/self service/learning and development/my current profile.

Once you have entered your teaching assignments, it will download overnight. Then you can register on SFE.

To register on SFE and set up your PIN, please follow these steps: Call 1-855-207-6130 and when the system asks for your access or user ID enter your employee number followed by the \* key, then when the system asks for your PIN, enter your employee number again followed by the \* key. Next, create a new PIN that is at least 6 numbers, is not your employee number and does not start with 0. Once you have done that, you will need to contact the IT Help Desk at 403-817-7777 and set up your username and password for Outlook. You will then have access to SFE on the web.

Phone Numbers: **SFE 1-855-207-6130 SFE Help Desk: 403-817-7881**

Important Information for your work as a substitute teacher can be found in a document on our website: the Substitute Orientation Handbook.

[https://portal.cbe.ab.ca/staffinsite/Forms%20%20Manuals/Substitute\\_Teacher\\_Orientation\\_Handbook.pdf](https://portal.cbe.ab.ca/staffinsite/Forms%20%20Manuals/Substitute_Teacher_Orientation_Handbook.pdf)

You will be able to access this handbook once you have been set up with your CBE Outlook NT account at your home school.

### **Job Assignments**

#### **Substitute Teaching**

The SmartFind *Express* system will call you for positions that match your skill set(s) first and then for system vacancies out of your subject skill set(s). It is expected that you will accept the subbing job offered.

Beginning at 6:00 pm, the SmartFind *Express* system will start calling you for subbing jobs for the next day.

If you have not had a call from S.F.E. by 6:00 am you must call S.F.E. at this number:

**403-817-7882**

The SFE staff may assign you a job to go to for the day. A teacher may also pre-book you as a substitute teacher.

Teachers can book you in two different ways:

- a) They can confirm with you that you are available and willing to accept the assignment, and then call into SFE or
- b) They can call into SFE and request you

No matter how you are booked, you must ensure that you have a **Job Number**

- If the school/teacher forgets to call you in, the system will send you out on a different job.
- If the school/teacher pre-books you into a job, the system will not call you.
- If the school/teacher only requests you for the job, the SFE line will call you once. If you don't answer, the job will be assigned to someone else.

### **No Available Jobs**

In the unlikely event that there is no substitute teaching work, you will report to your home school in the morning. You will still need to call into SFE at 11:00 am to try and pick up a job for the afternoon. If no job is available for the afternoon that is a reasonable driving distance, you will stay at your home school for the rest of the day.

### **Temporary Placements**

Employment in temporary placements is negotiated between the Principal and their Recruitment Consultant. Occasionally, Teacher Staffing may have to override a Principal's request in order to meet system needs. If you are temporarily placed into a position, you might still receive calls from SFE until the paperwork has been processed. If this occurs, contact SFE and advise that you are in a temporary placement. At the end of your temporary placement, you will need to change your status to available in SFE. You are also eligible for a probationary contract if you are requested to fill a vacant position before September 30th. After September 30th, all contract placements will have a status of "temporary."

### **Absences**

When you are sick or need to be absent, do the following on the web based SFE system:

- a) Call in as a teacher and report your absence indicating illness and '**no sub required**' if you are working as a substitute and are home schooled. You will only require a replacement if you are in a temporary contract.
- b) Call in as a sub and cancel the position you have taken (the system will start looking for a replacement – must be 2 hours before start) then make yourself unavailable as a sub. If you have not previously taken a position, call in as a sub and book yourself off or you will get called by the SFE system.

If you have any personal circumstances that would prevent you from working, contact your Consultant.

## **System Non-Instructional Days**

**Traditional calendar** - If you are not assigned to a position, you will report to your home school on August 30<sup>th</sup> and 31<sup>st</sup> and September 1<sup>st</sup>. As these are organizational days for the school, (no students) please contact your home school Principal for start/end times. You must be available to sub starting September 5<sup>th</sup>, the first day of school for students.

**Modified Calendar** – If you are not assigned to a position, you will report to your home school on August 10<sup>th</sup>, 11<sup>th</sup> and 14<sup>th</sup>, 2017. As these are organizational days for the school, (no students) please contact your school Principal for start/end times. You must be available to sub starting August 15<sup>th</sup>, the first day of school for students.

On all other System Non-Instructional days, you will be at your home school or the school in which you are temporarily placed.

### **System Non- Instructional days:**

September 22<sup>nd</sup>  
October 16<sup>th</sup>  
November 17<sup>th</sup>  
December 8<sup>th</sup>  
December 22<sup>nd</sup>  
January 26<sup>th</sup> – K – 9 and Special setting schools  
March 23<sup>rd</sup>  
April 20<sup>th</sup>  
May 18<sup>th</sup>  
June 29<sup>th</sup>

**As well Calgary City Teacher’s convention runs February 15<sup>th</sup> and 16<sup>th</sup>. You have a contractual obligation to attend convention on both these days.**

**If you have any further questions please contact your Recruitment Consultant:**

**French - Consultant by Area;**

**Area 1 - Hall**

**Area 2 - O’Dwyer**

**Area 3 - O’Dwyer**

**Area 4 - Barkley**

**Area 5 - Hall**

**Area 6 - Mclvor [tamcivor@cbe.ab.ca](mailto:tamcivor@cbe.ab.ca)**

**Area 7 - Barkley**

**CTS and Trades - Trevor Barkley – [tsbarkley@cbe.ab.ca](mailto:tsbarkley@cbe.ab.ca)**

**Indigenous Education - Sheilagh O’Dwyer [slodwyer@cbe.ab.ca](mailto:slodwyer@cbe.ab.ca)**

**Spanish/Mandarin - Sheilagh O’Dwyer [slodwyer@cbe.ab.ca](mailto:slodwyer@cbe.ab.ca)**

**Special Education - Carol Hall [cahall@cbe.ab.ca](mailto:cahall@cbe.ab.ca)**