

## “Calling All Substitute (Guest) Teachers!”

*“Those who have taught many people to do what is right, will shine like the stars forever.”  
(Daniel 12:3 TEV\*)*

MARCH NEWSLETTER, 2011 – SEVENTH EDITION

To: Substitute (Guest) Teachers - Calgary Separate School District  
From: Calgary Separate Local #55 Substitute (Guest) Teachers' Committee

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### COMING UP

#### 1. Smartboard Sessions for Guest Teachers – Spring, 2011

*Dates and place* of the next set of Beginner and Intermediate Sessions have yet to be determined, and *will be announced via e-mail soon after return from Spring Break*, Monday, April 4, 2011

### WHAT'S NEW?

#### 1. SmartFind Express Replaced SEMS - February 22, 2011

It is now a month since the new Smartfind Express was launched. One of the first main changes noticed as the use of your Employee ID number (minus the zeros!), in addition to your PIN number, when phoning the system.

- A. **Need More Information?** Go to [www.cssd.ab.ca](http://www.cssd.ab.ca), >> Our District >> Our Services>> Human Resources>> **SmartFind ExpressSystem** (at the bottom of the list that drops down when you click on “Human Resources”)

*Here is a summary of what you will find: - all of which you can print for your own future reference: (except the Training Videos in #7)*

1. Accessing the SFE System – by WebCentre or Phone
2. Smartfind Express Phone Number – 1-855-454-4001
3. Sub Placement Inquiries – 403-500-2705 or 403-500-2704
4. Email Inquiries – [sfehlp@cssd.ab.ca](mailto:sfehlp@cssd.ab.ca)
5. SFE User Guides (complete, detailed guides)
6. SFE Quick Reference Guides
7. SFE Training Videos
8. Benefits of SFE
9. Additional Documents

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### B. SmartFind Express Sends Job Information to your CSSD Email Inbox! Guest Teachers, Please Check Your District Email Regularly!

- a. **One of the features of the new SmartFind System is that, as soon as you accept a job, it automatically sends the details of that job to your cssd e-mail inbox!** This means that your inbox could fill up pretty quickly, if you do not delete them on a regular basis! Remember to keep a record of all jobs you do.
- b. If you have tried to and cannot gain access to your CSSD email, it is probably because you need to reset your password. **Detailed instructions on how to reset your password so that you can access your district email are on the attachment to this newsletter.**

### 2. Balanced School Day at St. Bede Affects Guest Teachers – Effective February 22, 2011

**Effective February 22, 2011, St. Bede begins its** Balanced School Day schedule. Essentially, it will require a **guest teacher on a morning assignment to stay until 12:15 pm.** A guest teacher on an **afternoon assignment will begin at 12:15 pm.** So, if you have another half-day assignment at different school, we suggest you phone that school and inform the office so that they may plan appropriate coverage until you arrive.

## LOOKING BACK

### 1. Substitute Teachers' Luncheon at Calgary Teachers' Convention - February 17, 2011

Ever wish you could visit the land of the penguins? We did, via a fascinating slide presentation and travelogue by the guest speaker, John McFaull, Program Director of the Calgary Field Naturalists' Society. Other guests attending the luncheon were Joanne Boissonneault and Denis Espetveidt, two of our ATA Calgary District Representatives.

### 2. Substitute (Guest) Teacher Appreciation Week – March 14 – 18, 2011

#### A. Letter from Lucy and David

A joint letter of deep appreciation from Chief Superintendent, Dr. Lucy Miller, and ATA Local 55 President, David Cracknell, was e-mailed to all Guest Teachers on March 14. If you missed it, the letter is now one of the News items on the home page of the Staff intranet. Helen Rennie, Chair of the Guest Teachers' Committee, replied, on behalf of all our guest teachers.

#### B. Photo of Guest Teacher Banner Adds to one School's Expression of Appreciation!

The staff of **Monsignor Doyle School created a beautiful bookmark** to give to all their guest teachers. On one side was a professional quality photo of our new Guest Teacher banner, taken by a member of the District's Communication Department; on the other side was an **"Ode to the Substitute Teacher,"** composed by one of their teachers! **A complete text of the "Ode" is on the attachment.**

## NEED INFORMATION OR ASSISTANCE?

Remember, **if you need any assistance or have any concerns or questions** related to substitute (guest) teaching, don't hesitate to **contact Stephen Jones, Executive Assistant,** Calgary Separate Local #55, either **by phone, 403-265-2678,** or e-mail [ea@ataloc55.ab.ca](mailto:ea@ataloc55.ab.ca). Your concern or issue will be put on the agenda for the next monthly meeting of the Committee.

**WE WISH YOU ALL MANY BLESSINGS OF THE LENTEN AND EASTER SEASON!**

*Helen Rennie (Chair), Carmen Katulka, Heidi Follis, Johnnie DesRochers, Lois Facca, Steven Navratil*