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

**Date:** October 15, 2010  
**To:** Substitute (Guest) Teachers - Calgary Separate School District  
**From:** Calgary Separate Local #55 Substitute (Guest) Teachers' Committee  
**Re:** OCTOBER NEWSLETTER, 2010 – FOURTH EDITION

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

We have chosen this scripture verse from the book of Daniel to headline our newsletter, and thereby provide a constant source of encouragement and inspiration for all of us, as we live out our vocation to teaching and fulfill our professional responsibilities in Calgary's Catholic schools. [\* TEV: Today's English Version Translation]

### COMING UP

#### 1. Smartboard Sessions for Guest Teachers

If you missed the sessions offered last year, here they are again!

Place	Level	Dates	Time
<b>St. Paul Centre</b> 124 – 24 <sup>th</sup> Ave. NE	<b>Beginner</b>	<b>Wed. Oct. 27 &amp; Thur. Nov. 4</b>	<b>4 pm to 6 pm</b>
St. Paul Centre	Intermediate	Mon. Dec. 6 & Mon. Dec. 13	4 pm to 6 pm
St. Leo Centre 6220 Lakeview Drive SW	Beginner Intermediate	<b>Spring, 2011</b> <b>Dates TBA</b>	4 pm to 6 pm

#### Register online,

- a) on the CSSD Staff intranet, through the “Our Services” tab ⇒ Professional Development, OR  
b) follow the instructions on the [attachment](#) to this newsletter: **“How to Register in a PD Session....”**

#### 2. 2010 Substitute Teachers' Conference, October 29-30, Edmonton

All details concerning this conference can be printed off the provincial ATA website, [www.teachers.ab.ca](http://www.teachers.ab.ca)  
Click on the following tabs, links, or headings: For Members ⇒ Substitute Teacher Resources (under “Help Me Find”) ⇒ Substitute Teacher Annual Conference ⇒ Find Out More (takes you to pdf 7-page brochure, including the registration form.

#### 3. Third Annual Christmas Social for Guest Teachers Wed. Dec. 8, 4:30 p.m. – 6:00 p.m.

**Mark this date on your calendar, and plan to attend!** This friendly gathering will be held **at the ATA Local 55 office.** (address above). All are warmly invited to attend and share not only in lively conversation with other guest teachers, but also enjoy wine, cheese and other nibbles.

## DID YOU KNOW?

### 1. CCSD's Guest Teacher Orientation Handbook

This handbook contains lots of detailed information. ***If you are new to our district, be sure to check this out on the CSSD Staff Intranet.*** Click on the following: ***Our Services ⇒ Human Resources ⇒ Documents: Guest Teachers ⇒ Guest Teachers Orientation Handbook.***

### 2. Guest Teacher Pay Period Dates, 2010

Pay period dates for Guest teachers are different from those of contract teachers; moreover, they vary, from month to month. You can access and print off a copy of these dates from the ***CSSD Staff Intranet.*** Click on the following: ***Our Services ⇒ Human Resources ⇒ Payroll ⇒ 2010 Substitute Pay Period Dates.***

### 3. The ATA publication, "Substitute Teachers: Professional Replacements," (Revised 2009) contains a wealth of information for all guest teachers – both the new ones who have joined us this school year — as well as the experienced.

- a) To give you an overview of the many topics it covers, a copy of the Table of Contents is **attached.**
- b) A printed copy is available at no charge to you at the Local 55 ATA office.
- c) ***To access and read the PDF version online, go to: [www.teachers.ab.ca](http://www.teachers.ab.ca) and click on the following tabs, headings, or titles: ⇒ Publications ⇒ Other Publications. Type "Substitute Teachers" into the "Search" box. Scroll down the page and click on "Substitute Teachers Monograph."***

## LOOKING BACK

### 1. Occupational Health and Safety Orientation Session, August 24, 2010

If you were unable to attend the session presented at the August 24 Breakfast Meeting / Orientation, the information is ***available on the CSSD Staff Intranet.*** Click on the following: ***Our Services ⇒ Human Resources ⇒ Occupational Health and Safety ⇒ Occupational Health and Safety Orientation.***

## NOURISHING THE SPIRIT

***"To some. his gift was that they should be...teachers." (Ephesians 4:11 JB)\****

In this colorful fall season of harvest and thanksgiving, just think of the many ways we thank and praise God daily, simply by exercising this gift and sharing it with others! (\*JB: Jerusalem Bible Translation)

## 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.

**Yours in teaching,**  
*Helen Rennie (Chair), Carmen Katulka,*  
*Johnnie DesRochers, Lois Facca*

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***If you know of a guest teacher who has not yet provided our local office with their home (not cssd) e-mail, please encourage them to do so as soon as possible by phoning 403-265-2678, so that they can receive the newsletter, which is e-mailed from the ATA office after each Substitute (Guest) Teachers' Committee Meeting.***