

**PTTA Substitute Teacher Information Meeting
February 16, 2022**

Smart Find Express

Cheryl Horn – SFE Operator chorn@pembinatrails.ca or 431-317-1236

Seema Patel – Substitute Payroll Clerk sepatel@pembinatrails.ca or 431-317-1632

SFE Helpdesk at PowerSchool 1-855-955-0946 #1

On **February 16**, 2022, nearly 1000 calls went unanswered **today** in the division.

Messages to Substitute Teachers from Pembina Trails School Division:

1. Please update Smart Find Express to indicate availability. It is really important to add the unavailability dates to your SFE profile, as well as times you cannot answer the phone under schedule. We would like to reduce the number of unanswered calls for assignments.
2. Please be sure to stay until the end of the assignment, even if there is a prep last period.
3. Division states: "Schools are grateful for Subs who check in with resource or the office on preps"
4. Seema Patel is now taking care of Payroll - email is sepatel@pembinatrails.ca
5. There is an SFE App. The SFE app can be a convenience and it is optional.
6. Reminder about the intention email in June. Division: "do reply yes, even if you have a permanent position less than 0.5". This is so Division knows you can substitute on those days which are available. Also reply "yes" if Members are on a term position.
7. If a Substitute Teacher accepts an assignment after the start time, please call the school and let them know you are on your way.

QUESTIONS/ANSWERS

Q: What can be done to improve the communication between schools (School Leaders, Teachers, Substitutes) with information on students with particular needs?

A: Substitute Teachers should find pertinent information in the substitute folder. If none is available, check in with SST for additional support/guidance.

Q: What can be done to improve information sharing regarding COVID information in the school?

A: As COVID information changes frequently, please be sure to check in with the office for new information.

Q: Some job requests seem incomplete or unclear for specialist jobs such as physical education in particular. Can this be improved?

A: Cheryl will try to help clarify information on jobs with physical education jobs.

A: PTTA President will continue to remind Members. Lise will mention this at Council - please write the grade level in the job so that substitutes can be better prepared.

Q: Can the Division provide the T2200 for Substitute Teachers?

A: PTTA President will ask Cheryl to check with Division, and will ask MTS to investigate (edit from PTTA President at May 2022: there is no new information as of this date).

Q: Will substitutes still be required to be double vaccinated in order to work in the division, given the loosening of restrictions?

A: PTTA President checked with Division HR and everything is status quo.

Q: Is it possible to reduce the confusion surrounding communications from Teachers to Substitutes re: students with additional needs?

A: Privacy laws are part of the items that influence this. Substitute Teachers are encouraged to connect with the School Leader (and/or SST) asap upon entering the school to ensure clear instructions regarding items such as possible triggers which could exacerbate or escalate a

Thank you