

Educational Assistant/ Secretary/Librarian Substitute Support Staff Handbook

Revised Sep 1, 2020

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Mission Statement and Principles of Practice

Our Mission Statement:

"Making Christ known to children"

Our Principles of Practice:

We honour our children.

We provide a safe and secure environment.

We live & proudly proclaim our Catholic faith.

We provide quality education in a Catholic environment.

We pray as an educational community.

We practice servant-leadership.

We focus on our mission through clarity of purpose.

We value our staff.

Introduction

The purpose of this handbook is to provide information that will assist substitute supports be successful in our schools. Students, returning teachers and schools all greatly benefit when the substitute supports are well prepared for their important role in our schools.

The information you will find in the handbook includes:

- Roles of the administration, division office personnel, school office administration and classroom teachers
- Steps to take to become a substitute support for Red Deer Regional Catholic Schools
- Steps to become a substitute support
- Classroom teacher plans designed for students' successful learning experiences
- Roles and duties of the Substitute support
- Teaching as a Substitute support with success

Your comments on how to improve this resource are most welcome!

Division Office – Staff

The Division office is located at:

Montfort Centre

5210 - 61 Street

Red Deer, Alberta, T4N 6N8

Telephone: 403-343-1055

Fax: 403-347-6410

Website: www.rdcrs.ca



The following staff may be of assistance to the substitute support:

- Ryan Ledene, Assoc. Superintendent – Human Resources (ext. 310114)
- Tara Luedee, Human Resources Specialist (ext. 310105)
- Jacky Leedholm, Receptionist (ext. 310101)
- Sarah Jacobson, Support Substitute Placement Coordinator (403-505-1331)

Support Substitute Application Process

Applicants interested in becoming a Support Substitute must submit a cover letter, resume, three current references, a copy of a Criminal Record Check and a vulnerable record check which was completed within the last six months of the application date. A Criminal Record Check/Vulnerable Record Check can be requested from your local police or RCMP detachment. There is a fee for this service, and it may take up to three weeks to receive the document after applying.

Your Completed Package

Once your application package is complete, your information and references will be forwarded and reviewed by the Associate of Superintendent - Personnel Services. If the application is successful, you will be informed by phone/email by Jacky Leedholm, RDCRS receptionist.

Keeping the Division Updated

Following the hiring process, it is very important that you contact the Substitute Placement Coordinator if there are changes to your file or if you wish to be removed from our list of Support Substitute at any time throughout the school year.

Commitment

We ask that you remain active in Absence Management when you commit to being a support substitute teacher for our Division.

If your account is inactive for 90 days it will be suspended and you will be removed from the support substitute roster. Some exceptions will be made for support substitutes who let us know they will be taking an extended absence.

Support Substitute Cancellation Process

Individual Substitute Cancellation: If the Support Substitute is given at least one-day notice, (before 6:00 p.m. on the day prior to the assignment day), his/her name will be placed back on the active list. AESOP will notify you of any cancellations.

Emergent Last Minute Same-Day Cancellations: If a placement is cancelled after 6:00 p.m. the day before and there is no other assignment for the Support Substitute, he/she will receive a half-day pay. The school or Department (e.g. Inclusive Learning) responsible for booking the Support Substitute will assume this cost.

Bookings Errors

Overbooking: In the event that two Support Substitutes show up for the same assignment, the school will choose the Support Substitute to fill the assignment. If possible, the other Support Substitute will be reassigned by the Support Substitute Coordinator. If there is no other assignment, the second Support Substitute will go home and receive a half-day pay.

Error Payment Responsibility: Sometimes the Administrative Assistant and a support staff place requests for Support Substitutes. This might happen for workshops, shared support staff positions and clerical errors. The school is responsible for the half-day pay if two requests were sent to the Support Substitute Coordinator. The Division is responsible for the half day pay if the error arises out of the Division Office.

Process for Support Substitute to Accept Posted Jobs

Support Substitutes will receive a letter with their AESOP account information needed to login at www.aesopcanada.com. It is suggested that you watch the brief training videos provided. Be sure to indicate schools where you do NOT wish to work at and indicate the days you are not available. You can browse jobs online and receive notifications regarding upcoming jobs. You also have the choice of phoning AESOP to learn about available jobs and receive phone calls about available work.

Support Substitute Subbing in the Upcoming Year

Support Substitutes will stay on the list unless you contact Sarah Jacobson, Substitute Placement Coordinator, to be removed from the list.

Pay Information

Monthly payroll is directly deposited on the last banking day of the month. Please see the attached pay schedule for dates throughout the school year. Your pay will be \$16.03 per hour, plus 4% vacation pay. Pay vouchers are accessed through the ERC (Employee Resource Centre) as per the attached handout. If you have any questions or problems with logging on please contact the Substitute Placement Coordinator or the HR Department at Montfort Centre.

Google Email/ERC/K12-Employee Resource Centre

You also will be provided a Google email account if your employment status is active within our school division. Please see attached directions to log onto this account. You also must log onto the ERC within 5 days of your hire. If you have any questions or problems with logging on please contact the Substitute Placement Coordinator or the HR Department at Montfort Centre. See pages 16 – 18 for instructions.

Pay close attention to the exact dates included in each monthly payroll. Any discrepancies should be discussed with the **Substitute Placement Coordinator** (403-505-1331). Adjustments will appear in the following pay period.

General Information for the Support Substitute

On-Site

The principal or his/her designate is responsible for the Support Substitute assignments at the school.

Support Substitutes should arrive at the school office to check in at least 15 minutes prior to your scheduled assignment to make yourself familiar with the school. Please see the attached bell times for the schools within our division.

All elementary and middle schools have a *Nut Free policy*. Be aware of this when packing your lunch or bringing treats for the students. Also, be aware of *fragrance sensitivity* which may impact the health and comfort of others.

Support Substitutes should dress professionally and according to the Dress Code. He/she should be a role model for students.

Support Substitutes should maintain a professional attitude at all times.

Please check teacher notes on ASEOP in regard to daily times. There are some discrepancies on early dismissal Mondays, Pre-K classes and Kindergarten classes.

Grievance Procedure

A grievance must first be discussed with the principal. If a solution to the problem cannot be reached, the employee may submit his/her concern in writing to the Associate Superintendent of Personnel for resolution of the problem.

List of Schools

<p>École Camille J. Lerouge School French Immersion School Pre-Kindergarten to Grade 9 5530 - 42A Avenue, Red Deer 403-347-7830 www.camilleschool.ca Principal: Sinead Armstrong Vice-Principal: Cynthia Campbell Vice-Principal: Erika Pottage</p>	<p>École Mother Teresa Catholic School English & French Immersion Grades 4 to 9 79 Old Boomer Road, Sylvan Lake 403-887-6371 www.ecolemotherteresa.ca Principal: Shane Chisholm Vice-Principal: Michelle Khatib</p>
<p>École Our Lady of the Rosary School English & French Immersion Pre-Kindergarten to Grade 3 4520 Ryders Ridge Boulevard, Sylvan Lake 403-343-2568 www.olrschool.ca Principal: Rob Coumont Vice-Principal: Lisa Alford</p>	<p>École Secondaire Notre Dame High School English & French Immersion Grades 10 to 12 50 Lees Street, Red Deer 403-342-4800 www.notredamehigh.ca Principal: Rose McQuay Grade 12 Vice-Principal: Curtis Lansing Grade 11 Vice-Principal: Ryan Birch Grade 10 Vice-Principal: Andrea Gringhuis</p>
<p>Father Henri Voisin School Pre-Kindergarten to Grade 5 60 Clearview Drive, Red Deer 403-341-4548 www.frhenrivoisinschool.ca Principal: Jeff Tuchscherer Vice-Principal: Diane Kulczycki</p>	<p>Holy Family School Pre-Kindergarten to Grade 5 69 Douglas Avenue, Red Deer 403-341-3777 www.holyfamilyschool.ca Principal: Rori-Lynn Daniel Vice-Principal: Stacey Martz</p>
<p>Holy Trinity Catholic School Pre-Kindergarten to Grade 5 6610 - 57 Street, Olds 403-556-9444 www.holytrinitycatholic.ca Principal: Valerie Norman-Organ Assistant Principal: Jodi Masters</p>	<p>Maryview School Pre-Kindergarten to Grade 5 3829 - 39 Street, Red Deer 403-347-1455 www.maryviewschool.ca Principal: Chris Andrew</p>
<p>St. Dominic Catholic High School Grades 9 to 12 5502 - 50 Street, Rocky Mountain House 403-845-5313 www.stdominicschool.ca Principal: Pat Hughes</p>	<p>St. Elizabeth Seton School Pre-Kindergarten to Grade 5 35 Addinell Avenue, Red Deer 403-343-6017 www.stelizabethsetonschool.ca Principal: Mike Cellini Vice-Principal: Ken Meraw</p>

St. Francis of Assisi Middle School Grades 6 to 9 321 Lindsay Avenue, Red Deer 403-314-1449 www.stfranciisschool.ca Principal: Gary Gylander Vice-Principal: Stefan Labrecque Vice-Principal: Dana Pikkert	St John Paul II Outreach School Grades 10 to 12 3827 – 39 St, Red Deer 403-314-9382 www.stgabrielschool.ca Principal: Ian Stang
St. Gregory the Great Catholic School Pre-Kindergarten to Grade 9 105 Cottonwood Drive, Blackfalds 403-885-1008 www.stgregoryschool.ca Principal: Ike Hanna Vice-Principal: Angela Ward Vice-Principal: Josh Keith	St. Joseph High School Grade 10 - 12 110, 2700 67 Street, Red Deer 403-341-4423 www.stjosephhigh.ca Principal: Graeme Daniel Vice-Principal: Teresa Borchers Vice-Principal: Dave Martin
St. Marguerite Bourgeays Catholic School Pre-Kindergarten to Grade 9 4453 - 51 Avenue, Innisfail 403-227-2123 www.stmarguerite.ca Principal: Kelly Jacobson Assistant Principal: David Griffin	St. Martin de Porres School Fine Arts School Kindergarten to Grade 5 3911-57A Avenue, Red Deer 403-347-5650 www.stmartinschool.ca Principal: Dorice DeChamplain
St. Matthew Catholic School Pre-Kindergarten to Grade 8 5735 - 58 Street, Rocky Mountain House 403-845-2836 www.stmatthewcatholic.ca Principal: Teresa Johnson Vice-Principal: Lauren MacKenzie	St. Patrick's Community School Year Round Program Pre-Kindergarten to Grade 9 56 Holt Street, Red Deer 403-343-3238 www.stpatsschool.ca Principal: Cathy Cameron Vice-Principal: Brandon Heck Vice-Principal: Mandy Reed
St. Teresa of Avila School Pre-Kindergarten to Grade 5 190 Glendale Boulevard, Red Deer 403-346-0505 www.stteresaschool.ca Principal: Nicole Zimmerman Vice-Principal: Chris McCullough	St. Thomas Aquinas Middle School Grades 6 to 9 3821 - 39 Street, Red Deer 403-346-8951 www.staschool.ca Principal: Ian Stang Vice-Principal: Mike Kelly Vice-Principal: Kristie McCullough

Directions to Rural Schools

École Our Lady of the Rosary School in Sylvan Lake

From Highway 11: turn north on Highway 20 - the first set of lights into Sylvan Lake when coming from Red Deer. Turn left on 47 Avenue by McDonald Restaurant. Turn left into Ryders Ridge. You can see the school on the right.

École Mother Teresa Catholic School in Sylvan Lake

From Highway 11: turn North onto 50 Street - the intersection West of the golf course. At the Mac Store, turn left. At the stop, turn left. The school is on the left but at the back, so proceed to the next street for the school entrance.

Holy Trinity Catholic School in Olds

From Highway 2: turn into Olds and follow the road west until you have almost left. Turn left at 70 Avenue. Then turn left on 57 Street heading east until you reach Holy Trinity.

St. Dominic Catholic High School in Rocky Mountain House

From Highway 11: turn left at 52nd Avenue (by the old high school). Turn right at the first set of lights (hospital).

St. Gregory the Great Catholic School in Blackfalds

Head north through Blackfalds on highway 2A until you reach Cottonwood Drive. Turn right and follow the road until the end. The school will be on your left hand side.

St. Marguerite Bourgeoys Catholic School in Innisfail

From Highway 2: turn into Innisfail and follow the road west until just before Fast Gas. Turn left at 51 Avenue. If you go over the railroad tracks, you have gone too far. School is on the right on 51 Avenue.

St. Matthew Catholic School in Rocky Mountain House

From Highway 11: go through 4 sets of lights; after the 4th set, it will almost appear that you are going out of town. Turn left onto 61 Avenue and stay on this road as it curves around. At 58 Street, turn left. The school is about 4 blocks south.

School Year Calendars

Our school Division has four School Year Calendars:

- (1) The first one is for all schools located in Red Deer, Sylvan Lake, and Blackfalds (except St. Patrick's Community School)
- (2) St. Patrick's Community School – a year-round school
- (3) Olds and Innisfail schools
- (4) Rocky Mountain House schools

All School Year Calendars can be accessed online at: <https://rdcrs.ca/schools/school-year-calendars>

Bell Times 2020/2021

School	First Bell	Lunch	Dismissal
École Camille J. Lerouge School (Elementary & Middle)	8:35 a.m.	12:28 - 1:28 p.m.	3:20 p.m.
École Mother Teresa Catholic School (Elementary)	8:33 a.m.	11:50 a.m. - 12:57 p.m.	3:16 p.m.
École Mother Teresa Catholic School (Middle)	8:33 a.m.	11:59 a.m. - 12:27 p.m.	3:16 p.m.
École Our Lady of the Rosary School	8:10 a.m.	12:30 - 12:50 p.m.	3:00 p.m.
École Secondaire Notre Dame High School	8:45 a.m.	12:06 - 12:51 p.m.	3:30 p.m.
Father Henri Voisin School	8:05 a.m.	11:45 a.m. - 12:30 p.m.	2:50 p.m.
Holy Family School	8:23 a.m.	11:45 a.m. - 12:00 p.m.	3:00 p.m.
Holy Trinity Catholic School (Elementary & Middle)	8:30 a.m.	12:00 – 12:25 p.m.	3:12 p.m.
Maryview School	8:30 a.m.	12:35 - 12:55 p.m.	3:19 p.m.
St. Dominic Catholic High School	8:33 a.m.	Mon, Wed, Fri: 11:34 a.m. – 12: 34 p.m. Tue & Thu: 11:59 a.m. – 12:59	3:30 p.m.
St. Elizabeth Seton School	8:45 a.m.	11: 50 – 12:20 p.m.	3:30 p.m.
St. Francis of Assisi Middle School	8:45 a.m.	12:04 – 12:38 p.m.	3:25 p.m.
St. Gregory the Great Catholic (Elementary)	8:15 a.m.	11:21 – 12:21 p.m.	3:05 p.m.
St. Gregory the Great Catholic School (Middle)	8:15 a.m.	11:21 – 12:21 p.m.	2:57 p.m.
St. Joseph High School	8:38 a.m.	12:08 – 12:53 p.m.	3:35 p.m.
St. Marguerite Bourgeoys Catholic School	8:23 a.m.	12:25 – 12:45 p.m.	3:07 p.m.
St. Martin de Porres School	8:47 a.m.	12:15 – 12: 45 p.m.	3:30 p.m.
St. Matthew Catholic School	8:46 a.m.	12:45 – 1:00 p.m.	3:20 p.m.
St. Patrick's Community School (Elementary & Middle)	8:35 a.m.	12:00 - 12:30 p.m.	3:10 p.m.
St. Teresa of Avila School	8:25 a.m.	12:15 - 12:45 p.m.	3:00 p.m.
St. Thomas Aquinas Middle School	8:30 a.m.	11:50 a.m. – 12:30 p.m.	3:20 p.m.

Pre-Kindergarten Times

School	Morning Program	Afternoon Program
École Camille J. Lerouge School	Monday - Thursday: 8:40 - 11:30 a.m.	No afternoon program
École Our Lady of the Rosary School	Monday - Thursday: 8:16 - 11:20 a.m.	Monday - Thursday: 12:00 - 3:00 p.m.
Father Henri Voisin School	Monday - Thursday: 8:15 - 11:15 a.m.	Monday - Thursday: 11:55 - 2:55 p.m.
Holy Family School	Monday - Thursday: 8:26 - 11:26 a.m.	Monday - Thursday: 11:55 - 2:55 p.m.
Holy Trinity Catholic School	Monday - Thursday: 8:35 - 11:45 a.m.	No afternoon program
Maryview School	Monday - Thursday: 8:40 - 11:40 a.m.	Monday - Thursday: 12:19 - 3:19 p.m.
St. Elizabeth Seton School	Monday - Thursday: 8:45 - 11:45 a.m.	No afternoon program
St. Gregory the Great Catholic School	Tuesday - Thursday: 8:20 - 11:20 a.m.	Tuesday - Thursday: 11:57 - 2:57 p.m.
St. Marguerite Bourgeoys Catholic School	Monday - Thursday: 8:29 - 11:29 a.m.	No afternoon program
St. Matthew Catholic School	Monday - Thursday: 8:49 - 11:49 a.m.	No afternoon program
St. Patrick's Community School	Monday, Wednesday, Thursday: 8:40 - 11:40 a.m.	No afternoon program
St. Teresa of Avila School	Monday - Thursday: 8:30 - 11:30 a.m.	Monday - Thursday: 12:00 - 3:00 p.m.

Full Day / Every Other Day Kindergarten

- École Camille J. Lerouge School
- École Our Lady of the Rosary School
- Father Henri Voisin School
- Holy Family School
- Holy Trinity Catholic School
- St. Gregory the Great Catholic School
- St Marguerite of Bourgeoys Catholic School
- St. Martin de Porres School
- St. Matthew Catholic School
- St. Patrick's Community School
- St. Teresa of Avila School

Payroll Schedule 2020/2021

RED DEER CATHOLIC REGIONAL DIVISION #39

SUBSTITUTE SUPPORTS, BUS DRIVERS & HOURLY PAID EMPLOYEES SCHEDULE 2020-2021 SCHOOL TERM

MONTH	DATES COVERED	CHEQUE DEPOSIT DATE
September 2020	Aug. 22 – Sep. 21	September 30, 2020
October 2020	Sept. 22 – Oct. 21	October 30, 2020
November 2020	Oct. 22 – Nov. 20	November 30, 2020
December 2020	Nov. 21 – Dec. 12	December 18, 2020
January 2021	Dec. 13 – Jan. 20	January 29, 2021
February 2021	Jan. 21 – Feb. 17	February 26, 2021
March 2021	Feb. 19 – Mar. 22	March 31, 2021
April 2021	Mar. 23 – Apr. 21	April 30, 2021
May 2021	Apr. 22 – May 21	May 31, 2021
June 2021	May 22 – Jun. 20	June 30, 2021
July 2021	Jun. 21 – Jun. 30	July 10, 2020 (Record of Employment)

For staff who are working through the summer months:

July 2021	June 21 – July 16	July 23, 2021 (Summer Staff)
August 2021	July 17– August 22	August 31, 2021 (Summer Staff)

Timesheets must be submitted to your supervisor by the final date of the pay period. Submissions to the bank for direct deposits are established and failure to meet these timelines will result in no pay cheque being issued for that month.

HOW TO LOG INTO THE ERC

There are two scenarios in how you access your pay stub. First scenario is if you were an employee prior to July 1, 2015 and second is if you were hired after June 30, 2015. You can access this information from your home computer as well as a work computer. If you have any questions or problems please contact the HR Department. Your new google email account should be set up shortly after your hire date.

All employees:

In Internet Explorer click on the following link:

https://www.k12ecloud.com/APP_PROD/WebClient/Default.aspx?Tenant=cnRedDeer

Save this link as one of your favorites so that you can refer to it next month.



PLEASE NOTE: After you have logged into the ERC for the first time and followed the steps listed below, you will have to remember the new password you have reset.

Your login will be your first initial and last name. If you have a hyphenated name or an apostrophe in your name you will need to include that as well. **(If you were hired since September 1, 2015 your user name will be first name.last name. (i.e. marie.grote) and you would use post June 30 instructions on the second page.**

Pre July 1, 2015 staff

Your password will be your last name in proper case (i.e. Grote) an exclamation mark and your birthdate by mmddyy.

For example I would sign in as follows:

User name mgrote

Password Grote!092872

Staff hired after July 1, 2015:

Your password will be your birthdate by mmddyy, followed by a (\$) , and then last name in proper case (i.e. Steeves).

For example I would sign in as follows:

User name marie.grote

Password 092872\$Grote

You will be prompted to change your password. The password **needs to be at least 8 characters and needs to have at least one uppercase letter (but not all uppercase) and at least one number.**

From there you will be taken to the main page, which should look like this:

Role Center - Employee Resource Center (Use F5 or equiv. to Refresh)

ERC Activities

- Leave Approvals: 0
- Time Sheet Approvals: 0
- Open Purchasing Approvals: 0
- P.O.'s Pending Receipt: 0

Forms Center

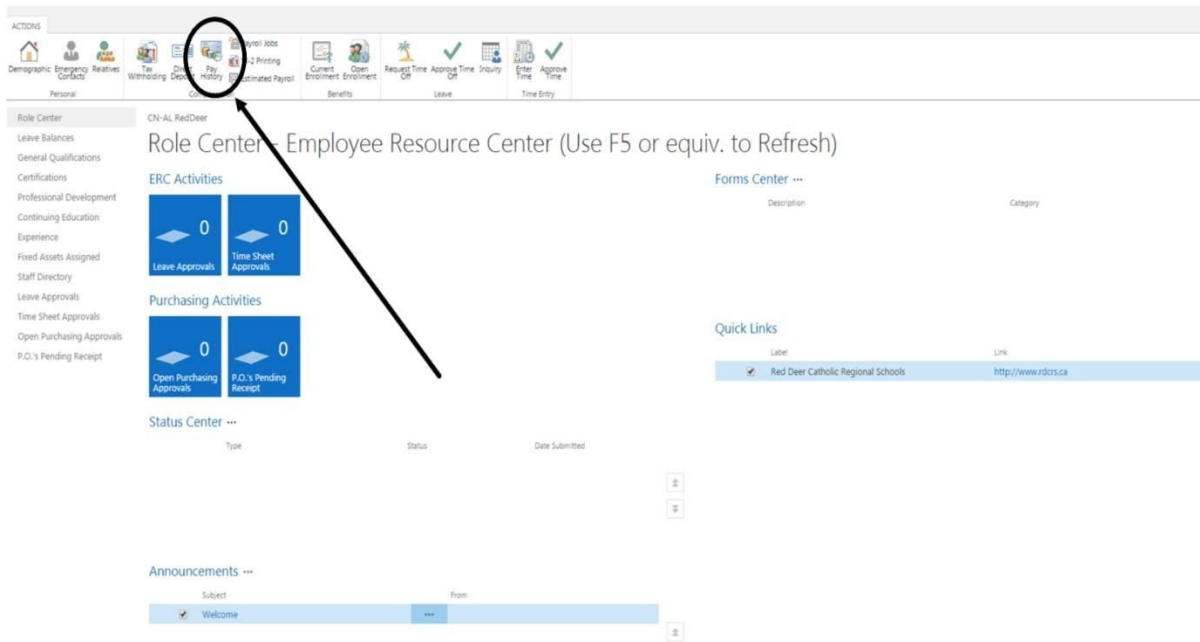
Quick Links

Label	Link
Red Deer Catholic Regional Schools	http://www.rdrs.ca

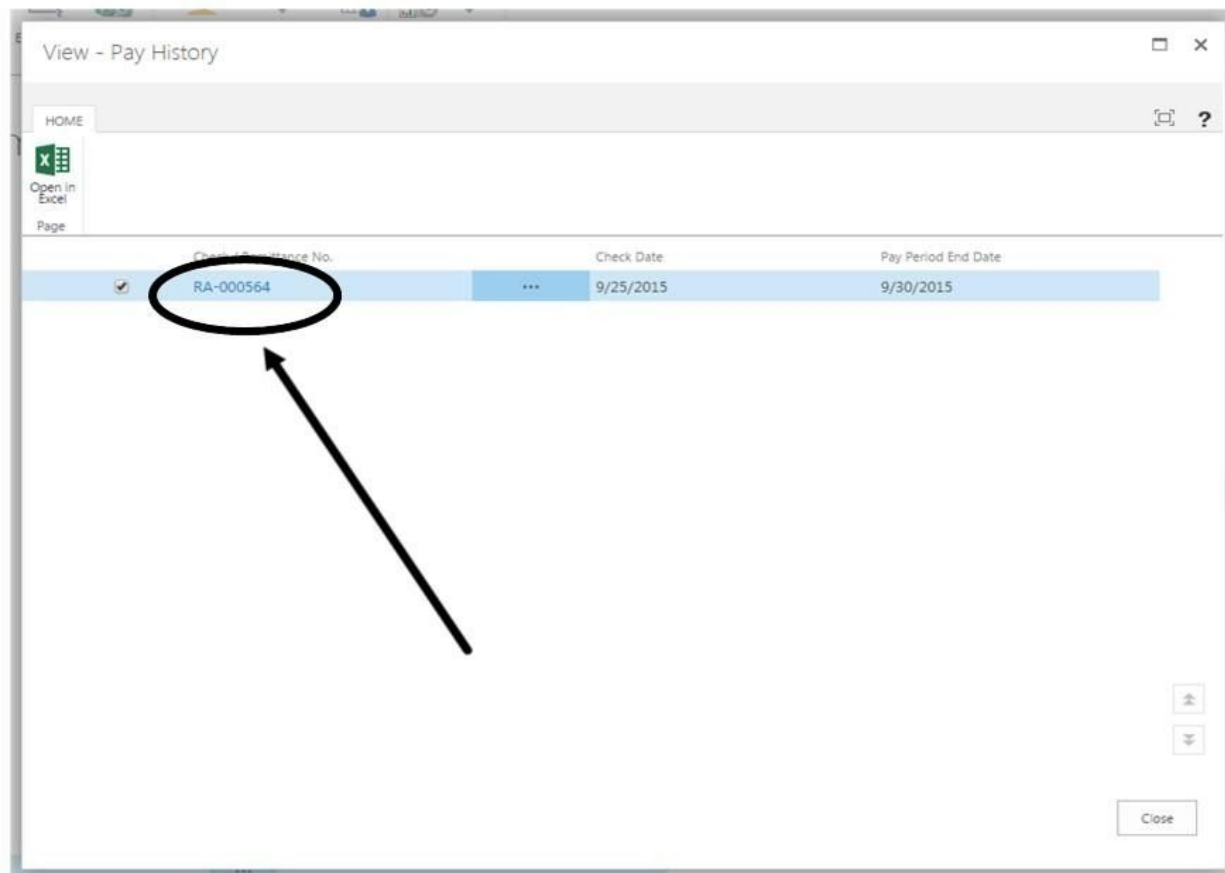
Status Center

Announcements

Subject	From
Welcome	...



Once you click that, you should be able to click on any of the blue links starting September of 2015 to get access to your pay stubs.



You can access this information from your home computer as well as a work computer. If you have any questions or problems please contact the HR Department. Your new google email account should be set up shortly after your hire date.