



MEMORANDUM

TO: All Early Childhood Educators (ECE's)

FROM: Prince Duah, Superintendent of Instruction
Julie Cyr, Manager of the Early Learning Program

DATE: June 25, 2021

RE: Mandatory Training and Professional Development for Early Childhood Educators (ECEs) on September 2, 2021

We wish to take this opportunity to thank you for your commitment to our students and for your dedication to our District. Your continued adaptability, resilience and professionalism is much appreciated. As we look toward the 2021-2022 school year, we are happy to share with you more information regarding training and professional development in September.

Providing a training session prior to the new school year has become an important part of preparing to deliver a successful, healthy and safe program to our students in kindergarten and the Extended Day Programs. We are pleased to advise that we will be holding an orientation session for all ECEs, both core and extended day on September 2, 2021.

Similar to previous years, attendance at the training session is mandatory to ensure that all employees have an opportunity to engage in the professional learning that will be provided.

To ensure the training is meaningful, the Early Learning Department has reviewed feedback from previous orientation sessions and prepared the Professional Development you will be receiving in consultation with the Program and Learning Department.

Given the current environment, this year's professional learning will be delivered through a virtual platform similar to last year. Employees will be required to complete a total of seven (7) hours (including two (2) paid fifteen minute breaks) of virtual online training and professional development on September 2, 2021.

The orientation session is mandatory for all RECEs who have been (or will be) assigned as a Regular full-time, part-time or term basis during the 2021/2022 school year. If you are unable to attend the training session due to a previous commitment that cannot be changed, please contact Natasha Flowersmith, Human Resources Officer, with the reasons. In the event an exemption is granted, it will be coded as "Leave without pay".

Since September 2, 2021 falls outside of the regular work year for RECEs, a Memorandum of Agreement has been reached between the Employer and the Student Support Professionals Bargaining Unit which outlines the terms and conditions of employment for the mandatory training and professional development. A copy of this Memorandum of Agreement will be posted on the SSP Conference shortly.

We are working hard to provide a meaningful training program to support RECEs learning and professional development. You will receive more detailed information about the training session in the very near future. In the meantime, please hold September 2, 2021 on your calendar and plan to attend the training session.

Please note that if you are a .5 FTE, 0.5 term or job sharing in the upcoming school year, it is important that you attend. Remuneration will be provided for the additional work time by submitting a timesheet for the additional 3.5 hours each day to your Supervisor for processing.

We look forward to seeing you in September following a well-earned rest.

cc: SSP Federation
Early Learning Department
Michael Carson, Chief Financial Officer
HR Officer, Administrative & Support Division
Elementary Principals
Elementary Vice-Principals
Director's Executive Council