Substitute Information Session

July 2014
Human Resources

Director: Beth MacIsaac

Leanne Marcil, Administrative Assistant

COORDINATOR (NSTU): Tracie Collier

Michelle Gouthro, Administrative Assistant

COORDINATOR (NSTU/CUPE): Kurt Kulek

COORDINATOR (CUPE): Wendy King

Michelle MacLeod, Administrative Assistant
Substitute Information

Databases
Teacher Vacancy List

- Where you apply for Positions
- Where you enter your education that is translated to your skills
- Where you enter information you want to be visible when you apply for positions
Substitute Information

Databases

SAP/Human Resource Database

◆ Where we keep accurate and official information regarding positions, names, phone numbers, addresses, etc (Requires a form to change)
Substitute Information

Databases

AESOP

◆ Substitute Placement System
◆ The only demographic information you can change here is the phone number this system uses to call
◆ Email must be a staff.ednet account
Substitute Information

**Databases**

- Changes made in one Database do not automatically transfer to the others.
- The Change of Name/Address/Phone number/Email Form is required to change officially.
- Know the difference between Professional Number and Employee Number – Professional Number is the way we identify you to match skills for AESOP. This must be correct in the Teacher Vacancy List.
Here you can change your personal information, pin, schools, and call times.

Schools: Ensure that you have “Schools” selected. To Change your preferred schools you have two options:

1. Show me assignments at the schools selected below.
2. I don’t want to see assignments at the schools selected below.
Choose your header wisely. Remember: AESOP will use the schools on this list whichever way you set up the HEADER from the previous step.
AESOP
Check AESOP times to call. Default times are 6 am to 10:30 pm. You can edit your own preferences to limit your call times.
### Call Times

#### Call Times for Cape Breton-Victoria Regional School Board

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>6:00 AM - 1:00 PM</td>
<td>1:00 PM - 10:30 PM</td>
</tr>
<tr>
<td>Monday</td>
<td>6:00 AM - 1:00 PM</td>
<td>1:00 PM - 10:30 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6:00 AM - 1:00 PM</td>
<td>1:00 PM - 10:30 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6:00 AM - 1:00 PM</td>
<td>1:00 PM - 10:30 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>6:00 AM - 1:00 PM</td>
<td>No Calls</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 AM - 1:00 PM</td>
<td>No Calls</td>
</tr>
<tr>
<td>Saturday</td>
<td>No Calls</td>
<td>No Calls</td>
</tr>
</tbody>
</table>

#### My Preferences

<table>
<thead>
<tr>
<th>Day</th>
<th>No Calls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>11:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Monday</td>
<td>11:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>11:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>11:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>11:00 AM - 4:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>No Calls</td>
</tr>
</tbody>
</table>

*Please check carefully!!!*
Check your Education in Teacher Vacancy to make sure they are recorded correctly. Skills are generated by Education Matching.
- Under grad degree- major/minor
- Education degree (endorsement, major, minor)

Make sure your **professional number** is in here and accurate—**NOT** your employee number. **Skill sets are matched by Professional Number.**

If you think you should have other skill sets:
- Letter is needed from principal to indicate they feel you can sub in this area. (Example- resource, music, area outside your endorsement, etc.)
These letters are to be sent to the appropriate coordinator in programs along with your curriculum vitae.

- Cathy MacNeil - Elementary
- Cathy Viva - Secondary
- Cathy Boudreau - Student Support
- Rick Simm - Technology

The coordinators will determine whether you can have these exceptions. They will notify Human Resources if they can or cannot be added to your skills set.
# AESOP

## Skill Sets

**Exceptions**

<table>
<thead>
<tr>
<th>Teachable Subject</th>
<th>Substitute</th>
<th>Date Added</th>
<th>Added by</th>
<th>Authorized</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Elementary Resource/Learning Centre</td>
<td></td>
<td>2013-10-21 00:00:00</td>
<td>Tracie Collier</td>
<td></td>
</tr>
<tr>
<td>2. Elementary Resource/Learning Centre</td>
<td></td>
<td>2013-10-21 00:00:00</td>
<td>Tracie Collier</td>
<td></td>
</tr>
<tr>
<td>3. Junior High Resource/Learning Centre</td>
<td></td>
<td>2013-10-21 00:00:00</td>
<td>Tracie Collier</td>
<td></td>
</tr>
<tr>
<td>4. Junior High Resource/Learning Centre</td>
<td></td>
<td>2013-10-21 00:00:00</td>
<td>Tracie Collier</td>
<td></td>
</tr>
<tr>
<td>5. Learning Centre</td>
<td></td>
<td>2011-02-17 12:31:37</td>
<td>Cathy Viva</td>
<td></td>
</tr>
<tr>
<td>7. Senior High Resource/Learning Centre</td>
<td></td>
<td>2013-10-21 00:00:00</td>
<td>Tracie Collier</td>
<td></td>
</tr>
<tr>
<td>8. Senior High Resource/Learning Centre</td>
<td></td>
<td>2013-10-21 00:00:00</td>
<td>Tracie Collier</td>
<td></td>
</tr>
</tbody>
</table>
**PLEASE NOTE**

This does not mean you are qualified to apply for term positions in these areas. This exception only allows you to sub on a day-to-day basis.
Principal enters an absence with a particular skill set (eg PE Teacher is absent)

AESOP matches skill sets in the following manner

- Visible to subs on the School preference list with the skill match – 21 days before absence
- Visible to all subs with the skill match – 24 hours before school start time
- Visible to all subs – 1 hour before school start time

Can be calling multiple people at the same time.

Call system will not wait for voice mail, answering machines etc.
We do not provide technical support for any APPs used in conjunction with AESOP.

If an APP is used to accept a job on your behalf, you are responsible to fulfill that absence.
Continue to do professional reading on a regular basis.

Be aware of materials available at the Teacher’s Professional Development Centre.

Network on a regular basis to discuss issues.

Ask to observe other classes in school when you have an off period.

Engage in positive conversations with staff when in schools.

Attend professional development sessions when possible.

Be aware of current initiatives in the program areas.
CBVRSB Policies

♦ Human Resources
  ➢ Conflict of Interest Policy
  ➢ Respectful Learning and Working Environment,
  ➢ Hiring Policy
  ➢ Employment Equity Policy
  ➢ Dress Code Policy
  ➢ Communications Policy

♦ Programs and Student Services-
  ➢ Programming for Students with Special Needs
  ➢ Student Assessment and Evaluation
  ➢ Race Relations and Cross Cultural Understanding Policy

♦ Draft Policies
♦ Attendance Management Policy
Dept. of Education Policies

- Aware of the Department of Education Policies
- Aware of my duties under the Education Act
Professionalism

- Always conduct yourself in a professional manner.
- Ensure Dress reflects professionalism and the Dress Code Policy.
- Refrain from getting drawn in to negative conversations.
- Be aware of the dangers of postings on Face book, Twitter, etc. Text Message etc. - remember, once posted it is in the public domain
Professionalism

◆ Ensure you are seen as a team player – not going in to tell everyone how things should be done and what they are doing wrong.
◆ Realize the importance of CONFIDENTIALITY – your rights and the rights of others.
◆ Refrain from getting caught up in the “rumor” game.
◆ Follow School Board Policies and Department of Education Policies
Job Postings – Fridays except for Summer Hires

Updated your profile on a regular basis on the Teacher Vacancy list. For example— it should not indicate I made no changes since 2008. Ensure experience is clear and easy to read.
Demographics

- Enter your personal information here.
- Leave the password field blank unless you wish to change your password. After changing your password you will be forced to re-login.
- The email address entered here will be used as the forwarding address for your application and account receipts.
- You can add or update your personal information until list closing.

Account modification Saved!

- First name: [Redacted]
- Last name: [Redacted]
- User Name: [Redacted]
- Pass Word: [Redacted]
- Prof. Num.: 222222
- Gender: Male

Endorsed License: Yes  
If Yes, Select Endorsement: Secondary

Years of experience with CB-VRSB: 4 (years)

Street Address: 1 Some Street
City: Paradise City
Country: Canada
Phone(home): 555-5555
Email: email@hotmail.com

Province: Nova Scotia
Postal Code: B2A 4M4
Phone(work): 555-5555
The Hiring Process

Subject

Matches - 8

- The list below reflects your current subject matches based on your education.
- If it appears you are missing some potential matches double check your education entries for missed entries or spelling errors.
- To appeal subject matches which may be missing (qualified by related experience but not your education):
  1. Email AESOP Administrator: michelleg@staff.ednet.ns.ca
  2. List skill that you believe should be added
  3. Detail the reasons for additional skills following Qualification Procedure
  4. Note consultant if necessary
- Note: The subjects listed below are matched for substitute assignments only (Aesop). When shortlisting for term positions your endorsement level is considered.

<table>
<thead>
<tr>
<th>Subject Matches from Qualifications</th>
<th>Subject Matches from Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td><strong>Teachable</strong></td>
</tr>
<tr>
<td>Direct Chemistry</td>
<td>10–12</td>
</tr>
<tr>
<td>Direct Math Junior High</td>
<td>7–9</td>
</tr>
<tr>
<td>Direct Math Senior High</td>
<td>10–12</td>
</tr>
<tr>
<td>Direct Physics</td>
<td>10–12</td>
</tr>
<tr>
<td>Direct Science</td>
<td>7–9</td>
</tr>
<tr>
<td>Somewhat Biology</td>
<td>10–12</td>
</tr>
<tr>
<td>Somewhat Social Studies Junior High</td>
<td>7–9</td>
</tr>
<tr>
<td>Somewhat Social Studies Senior High</td>
<td>10–12</td>
</tr>
</tbody>
</table>
The Hiring Process

Education

Account

Education

University

| Add |

- Click the **Add** link above to add your university education information.
- You must have at least one university entry to apply for vacancy positions.
- To edit or delete an existing entry, click the appropriate link from your listings below.
- You can add or update your university information until list closing.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Major</th>
<th>Graduate Year</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of the Air</td>
<td>Arts</td>
<td>Math and Chemistry</td>
<td>2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of the Air</td>
<td>Arts</td>
<td>Political Science</td>
<td>2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCCB</td>
<td>Bachelor Arts</td>
<td>Communications</td>
<td>2002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nova Scotia Institute of Art and Technology</td>
<td>Fine Arts</td>
<td>Digital Media</td>
<td>2001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Diploma/Certificate

| Add |

- Click the **Add** link above to add any diploma or certificate information.
- Diploma and certificate entries are optional and not required to apply for vacancy positions.
- To edit or delete an existing entry, click the appropriate link from your listings below.
- You can add or update your diploma/certificate information until list closing.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Diploma</th>
<th>Graduate Year</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>MacKenzie College</td>
<td>Multimedia Diploma</td>
<td>2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSCC – Marconi (Sydney)</td>
<td>Building Analysis</td>
<td>1990</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# The Hiring Process

## Experience

<table>
<thead>
<tr>
<th>School Board/Institution</th>
<th>Duration</th>
<th>Position</th>
<th>Brief Description</th>
</tr>
</thead>
</table>

Move along...nothing to see here!
# The Hiring Process

## Experience

<table>
<thead>
<tr>
<th>School Board/Institution</th>
<th>Duration</th>
<th>Position</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBVRSB</td>
<td>2013</td>
<td>Math 7/8/9</td>
<td>LTS</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2011-2012</td>
<td>Resource</td>
<td>LTS</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2011</td>
<td>Science 7/8, 9</td>
<td>LTS</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2009-2010 (Sept-Mar)</td>
<td>Science 7/8, Healthy Living 9</td>
<td>Term 7 Long Term, Grade 7-8 Science &amp; 9 Healthy Living, report cards/ZIP/adaptations/inservicing</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2009</td>
<td>Teacher - PD</td>
<td>Kurzweil Training, training to use program and set up for students with reading/writing difficulty</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2008-2009</td>
<td>ENRICHMENT Teacher</td>
<td>weekly special service, taught gr. 7-10 Science/Math enrichment to individual student in grade 4</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2008-2009</td>
<td>Science 7 - Term</td>
<td>Gr. 7 Science Curriculum Report Cards/Parent Meetings, IEP/Adaptation/Program Planning Assessments</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2008-2009</td>
<td>Grade 6 Teacher</td>
<td>Created original curriculum tools, assessment strategies; generated report cards &amp; extra-curricular</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2007-Present</td>
<td>SUBSTITUTE Teacher</td>
<td>All Subjects &amp; Specialty Areas</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2007- Present</td>
<td>Basketball Coach</td>
<td>Coach Junior High girls Basketball</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2007</td>
<td>SUMMER SCHOOL Teacher</td>
<td>Grade 9 &amp; 10 Mathematics (entire curriculum)-created Tests, Examinations and Assessment Tools</td>
</tr>
<tr>
<td>CBVRSB</td>
<td>2006-2007</td>
<td>PRACTICE Teacher</td>
<td>SCIENCE MATH 7 RESOURCE CO-TEACHING PROGRAM PLANNING TEAM</td>
</tr>
</tbody>
</table>
Qualifications

Click the Add link above to add any relevant qualification information by category.
Qualification fields are restricted to 254 characters.
Qualification entries are included with your vacancy application by category. For example, applications for category science positions will include your science qualification as entered here.
To edit or delete an existing entry click the appropriate link from your listings below.
You can add or update your qualifications until list closing.

<table>
<thead>
<tr>
<th>Category</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 4 – 6</td>
<td>2008 LTS Sept-Nov Grade 6. PD attended Center for Leadership and Development Conference 2009 with topics including &quot;Example 1&quot;, &quot;Example 2&quot; and &quot;Example 3&quot;.</td>
</tr>
<tr>
<td>2. Math</td>
<td>Math 100 Mathematical Concepts (6 Credits) Math 111 Calculus I (3 Credits) Math 112 Calculus II (3 Credits) Math 223 Linear Algebra for Engineers (3 Credits) Math 372 Theory of Numbers (3 Credits) Math 384 Numerical Methods (3 Credits)</td>
</tr>
<tr>
<td>3. Primary – 3</td>
<td>Taught 1 year in Grade 2 (2012) and 2 years in Grade 1 (2010–2011) and did my practicum in a Primary class. Assessment Strategies PD for Grade 1 Math.</td>
</tr>
<tr>
<td>4. Science</td>
<td>120 General Physics (6 Credits) 201 Modern Physics (6 Credits) 302 Modern Physics: Properties of Matter (3 Credits) 344 Thermal Physics (3 Credits) 111 – Introductory Cell Biology (3 Credits) 203 – Intro to Ecology (3 Credits) 120 Prin of Chemistry (6 Credits)</td>
</tr>
<tr>
<td>5. Student Support</td>
<td>2013 LTS Oct-Jan in a Learning Center. PD – ATEC Conference with a focus on instructional methods used to teach exceptional Children. 2013 LIPS (3 day training), Seeing Stars (2 day training), Visualizing and Verbalizing (2 day training)</td>
</tr>
<tr>
<td>6. Technology</td>
<td>2013 Summer Institute (DOE) held at St.FX 2012 Two-day Blended Learning (Moodle) session at the Staff Development Center.</td>
</tr>
<tr>
<td>Category</td>
<td>Qualification</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1. 4 – 6</td>
<td>2008 LTS Sept–Nov Grade 6. PD attended Center for Leadership and Development Conference 2009 with topics including &quot;Example 1&quot;, &quot;Example 2&quot; and &quot;Example 3&quot;.</td>
</tr>
</tbody>
</table>
| 2. Math       | Math 100 Mathematical Concepts (6 Credits)  
Math 111 Calculus I (3 Credits)  
Math 112 Calculus II(3 Credits)  
Math 223 Linear Algebra for Engineers (3 Credits)  
Math 372 Theory of Numbers (3 Credits)  
Math 384 Numerical Methods (3 Credits) |
| 3. Primary – 3| Taught 1 year in Grade 2 (2012) and 2 years in Grade 1 (2010–2011) and did my practicum in a Primary class. Assessment Strategies PD for Grade 1 Math.                                                                 |
| 4. Science    | 120 General Physics(6Credits)  
201 Modern Physics:(6Credits)  
302 Modern Physics:Properties of Matter(3Credits)  
344 Thermal Physics(3Credits)  
111 – Introductory Cell Biology(3credits)  
203 – Intro to Ecology (3Credits)  
120 Prin of Chemistry(6Credits)         |
| 5. Student Support | 2013 LTS Oct–Jan in a Learning Center. PD– ATEC Conference with a focus on instructional methods used to teach exceptional Children. 2013 LiPS (3 day training), Seeing Stars (2 day training) , Visualizing and Verbalizing (2 day training) |
| 6. Technology | 2013 Summer Institute (DOE) held at St.FX  
2012 Two–day Blended Learning (Moodle) session at the Staff Development Center.                                                                 |
Understand the importance of interview (years with the board is not a guarantee of a job) - By contract, substitutes **DO NOT** have any seniority rights.

Important components of your Resume
- professional development (with dates)
- volunteer service (with dates)
- Experience related to the position
- The interview itself

Be prepared for Interviews
- You will have time with the questions before the interview to jot down notes. You can bring these notes into the interview.
- You will not be permitted to have a cell phone with you when you are reviewing the questions.
- Notes prepared ahead of time are not appropriate for the interview.