

To: All Temporary School Based Office Staff

Sent on behalf of the Toronto District School Board Professional Learning, Training & Leadership Development Unit and CUPE Local 4400 Unit C.

THE ENHANCED LEARNING PROGRAM (ELP) FOR TEMPORARY SCHOOL BASED OFFICE STAFF

CONTEXT AND BACKGROUND

The Toronto District School Board in partnership with CUPE Local 4400 Unit C is pleased to be offering the **Enhanced Learning Program (ELP) for Temporary School Based Office Staff**. The purpose of this initiative is to assist our clerical replacement staff to support our School Administrators. This initiative will assist in providing you with an opportunity to engage in professional learning that is directly related to the role that you would undertake in elementary, secondary or alternative schools.

PAYMENT & COMPENSATION

Temporary School Based Office Staff who attend and complete the professional learning will be compensated for the hours at the training session (excluding lunch) at the Level H rate of pay (currently \$23.27/hr.) In the event the participant is in a posted long-term position of 5 months or longer, payment will be made at the temporary rate of the posted position.

REGISTRATION

This program will be open to a limited number of Temporary School Based Office Staff on a first come first serve basis. Each workshop will run from 9:00AM to 4:00PM and will be available on multiple dates and locations in the east and west regions. Participants should bring their own lunch. Registration will be available on Key to Learn and specific instructions on how to register are noted below.

1. Select one date from each of the following learning suites listed in the table below. (You will only be paid to attend one workshop per learning suite for a maximum of three workshops).
2. Click on the date that you wish to attend and this will take you directly to Key to Learn registration.
3. Once in Key to Learn, select the workshop date/location you would like to attend.
4. Click "Register".
5. Your registration will be pending. A confirmation of your enrollment will be provided based on a first come first serve basis.

PROGRAM OVERVIEW

You are encouraged to complete the full program which is comprised of the following three learning suites:

Enhanced Learning Program (ELP) for Temporary School Based Office Staff : Learning Suites

- **Student Data, Office Familiarity and Procedures:** In this session participants will learn how to set themselves up for success by familiarizing themselves with key office procedures and applications such as Attendance, OSR Creation/Access, and Student Registration. Participants will also learn about School Information Systems (SIS) and Strategy and Planning (Planning) emphasizing Ministry Requirements and TDSB Policies. Best practices for Student Registration, Attendance, OnSIS and Enrollment Reporting will also be covered in this session.
- **Human Resources and Purchasing Systems:** In this session participants will learn about specific applications including SAP HR/Payroll system. Participants will gain an in-depth understanding of absences, attendances, vacancies as well as the SFE Transaction Error and the SFE Approval Process reports. An overview of myINFO Employee Self-Service and Manager Self-Service will be incorporated. Additionally SAP Purchasing and Procuring Supplies will also be covered in this session.

- Budgeting and Finance:** In this session participants will be provided with the foundational knowledge required to successfully manage the daily and monthly tasks for managing school finances. This includes TDSB Business Policies and Procedures as they pertain to school finances, Petty Cash vs. School Generated Funds, Safe Cash Handling, Banking and Procurement Methods. Participants will acquire familiarity with Quicken and School Cash Online financial management systems. Participants will also gain the required knowledge to assist their school administrators by accessing and interpreting basic SAP Financial Reports.

Please register for one workshop from each of the three learning suites offered below.

LEARNING SUITE A: STUDENT DATA, OFFICE FAMILIARITY AND PROCEDURES

(Please register for **only one** of following sessions by clicking on the date that you wish to attend)

Date	Location	ROOM
Monday, December 10, 2018	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Staff Lounge
Tuesday, December 11, 2018	1 Civic Center Court Etobicoke, ON.	In-Service Room
Tuesday, January 8, 2019	1 Civic Center Court Etobicoke, ON.	In-Service Room
Thursday, January 10, 2019	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Staff Lounge
Wednesday, February 6, 2019	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Staff Lounge
Thursday, February 7, 2019	1 Civic Center Court Etobicoke, ON.	In-Service Room

LEARNING SUITE B: HUMAN RESOURCES AND PURCHASING SYSTEMS

(Please register for **only one** of following sessions by clicking on the date that you wish to attend)

Date	Location	ROOM
Tuesday, January 15, 2019	1 Civic Center Court Etobicoke, ON.	In-Service Room
Wednesday, January 16, 2019	1 Civic Center Court Etobicoke, ON.	Boardroom
Monday, January 21, 2019	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Staff Lounge
Monday, February 11, 2019	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Cafeteria North
Wednesday, February 13, 2019	1 Civic Center Court Etobicoke, ON.	In-Service Room
Tuesday, February 26, 2019	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Staff Lounge

LEARNING SUITE C: BUDGETING AND FINANCE

(Please register for only one of following sessions by clicking on the date that you wish to attend)

Date	Location	ROOM
Tuesday, December 18, 2018	Civic Center 1 Civic Center Court Etobicoke, ON.	Boardroom
Thursday, December 20, 2018	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Staff Lounge
Tuesday, January 29, 2019	Civic Center 1 Civic Center Court Etobicoke, ON.	Boardroom
Thursday, January 31, 2019	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Staff Lounge
Wednesday, February 27, 2019	David and Mary Thomson CI - 2740 Lawrence Ave E, Scarborough, ON.	Staff Lounge
Thursday, February 28, 2019	1 Civic Center Court Etobicoke, ON.	Boardroom

Ahead of attending your first session, please click on the following links to familiarize yourself with the TDSB's mission, values, goals and commitments. [TDSB Multi-Year Strategic Plan](#), [All About Equity](#), [TDSB Policies and Procedures](#) and [Service Excellence](#).

If you have any question please contact [Jodi Short](#) at 416-395-8938 or the [Professional Learning, Training & Leadership Development Unit](#).