



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

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.

We are pleased to announce that additional opportunities to participate in the *Enhanced Learning Program (ELP) for Temporary School Based Office Staff* have been made available for March, 2019. There is also still limited space available for sessions in February. Please see the details below for additional information.

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**. This offering is for this School Year only as part of the funding received from the Ministry. 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 will be provided in communications to follow.

PROGRAM OVERVIEW

You are encouraged to complete the full program which is comprised of the following three learning suites: ***Student Data, Office Familiarity and Procedures, Human Resources and Purchasing Systems, Budgeting and Finance.*** Please see the dates below for the program offerings.

LEARNING SUITE A: STUDENT DATA, OFFICE FAMILIARITY AND PROCEDURES	LEARNING SUITE B: HUMAN RESOURCES AND PURCHASING SYSTEMS	LEARNING SUITE C: BUDGETING AND FINANCE
Tuesday, March 5, 2019	Monday, February 11, 2019	Wednesday, February 27, 2019
Thursday, March 7, 2019	Wednesday, February 13, 2019	Thursday, February 28, 2019
	Tuesday, February 26, 2019	Wednesday, March 27, 2019
	Monday, March 18, 2019	Friday, March 29, 2019

If you have any question please contact the [Professional Learning, Training & Leadership Development Unit at plu@tdsb.on.ca](mailto:plu@tdsb.on.ca)