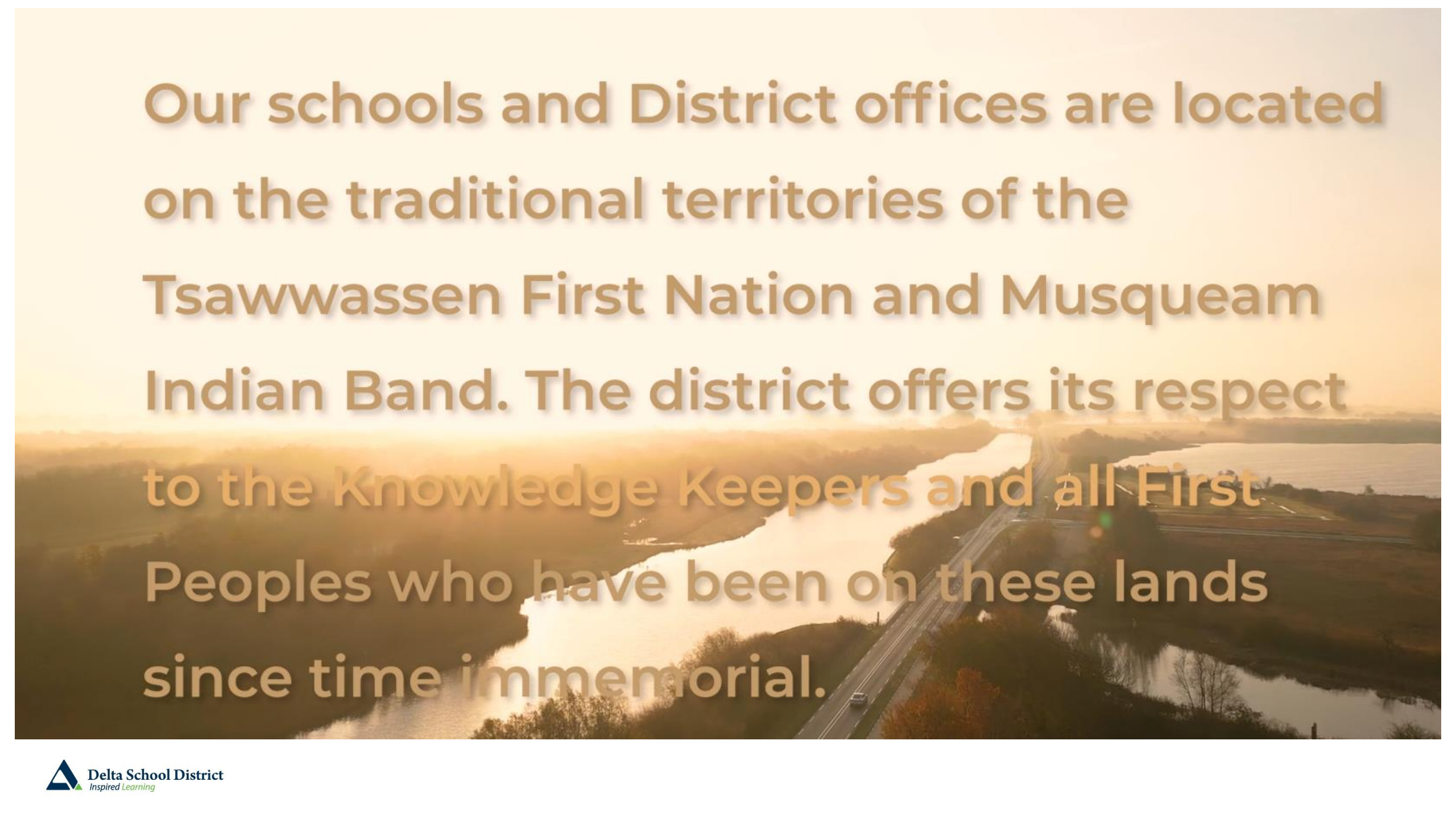


New Teacher & TTOC Orientation



An aerial photograph of a wide river flowing through a landscape, with a multi-lane highway running parallel to it. The scene is bathed in the warm, golden light of a sunset or sunrise, with the sun low on the horizon creating a strong glow and long shadows. The text is overlaid on this image in a large, bold, orange-brown font.

Our schools and District offices are located on the traditional territories of the Tsawwassen First Nation and Musqueam Indian Band. The district offers its respect to the Knowledge Keepers and all First Peoples who have been on these lands since time immemorial.

Welcome Message

Welcome to Delta School District! We are thrilled to have you join our team of dedicated staff.

In this orientation, we will cover essential information to help you get started and succeed in your new role.

All staff play a crucial role in ensuring the smooth operation of our schools and district sites. Your contributions are vital to our success.



VISION 2030

MISSION
To inspire and nurture
THRIVING, FUTURE-READY LEARNERS

VISION
DELTA SCHOOL DISTRICT IS
AN INNOVATIVE, INCLUSIVE COMMUNITY
where ALL learners
BELONG and
Everyone soars



WE RESPECTFULLY ACKNOWLEDGE WE TEACH AND LEARN ON THE TRADITIONAL TERRITORY OF THE TSAWWASSEN AND MUSQUEAM FIRST NATIONS

Communication & Resources

Outlook and Teams

- Our district messaging and collaboration system is powered by Microsoft 365. We use:
- **Outlook** for district emails, calendars, and contacts
- **MS Teams** for group collaboration and communication
- **@deltaschools.ca District email** Your email address, along with your login credentials (username and password), can be found in your hire package.
- For information on these systems and to access MS Teams, Outlook, and other Microsoft apps, please visit the **Office 365 Orientation** link in your hire package

Teacher Info on Teams

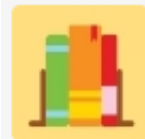


General

Posts

Files

Forms & Info



Teacher Info

▼ Main Channels

General

Carpool Opportunities

Job Shares

Rentals or Roommates in Delta

Teachers Teaching On Call

Teaching Treasures to Share



Benefits



Collective Agreement



First week of school plans



How To & FAQs



HR Forms



Job Shares



Payroll



Professional Growth Review



SmartFind



Spring Staffing Information



Teachers' Pension Plan



Telus Health

Professional Learning Resources

Looking for great professional learning on your own schedule?

We have built up a collection of pre-recorded professional learning sessions, on a wide range of topics. [Click here to see the list of what's available.](#)

 **Social and Emotional Learning**
Resources to support educators in developing and assessing Social and Emotional Learning

 **3 Part Framework**
A framework of classroom resources and strategies to help support the needs of diverse learners.

 **Powerful Practices**
Articles, summaries and classroom practices built on cognitive science principles of how learning happens.

 **Powerful Learning**
Solid classroom practices grounded in First Peoples Principles, wrapped in Inclusive and Universal Approaches, and organized with Assessment For Learning strategies. Features Delta examples and ideas.

 **MyEd and Reporting Resources**
Resources, supports and learning standards to support use of My Ed for all staff.

 **Assessment for Learning**
Assessment for Learning increases student learning and engagement. Here are simple training plans to help support AFL in your classroom.

 **Teacher Support**
Are you looking for resources and connection? Are you an Early Career Teacher? Are you an experienced teacher looking to share learning and stretch your practice? Get connected to Delta's Teacher Support program.

 **Home Quest**
Are you teaching in Home Quest? Good news! Learning Services has put together support around core literacy and numeracy for you to use in the few hours you see your students every week.

 **Strategic Action Cycle**
This tool helps you teach kids how to get things done by making the often invisible self regulation work that learners do as they work through a task visible. Posters available.

 **Technology for Teaching and Learning**
Click here to access information on all the various technologies available to Delta staff and students.

 **Indigenous Education**
District resources, useful websites, professional learning opportunities and conferences, and current events all related to Indigenous Education

 **Justice and Equity**
Resources to support efforts towards achieving justice and equity.

 **Antiracism Resource**
If you are curious about deepening your own understanding of antiracism and your role to play in this work as a BC educator, check this site out for a self-paced learning experience.

 **Decision Skills**
Decision Skills is a practical, Delta-created framework for developing critical thinking, literacy and communication skills. A powerful way to structure student learning, applicable to any curricular area in K-12.

 **Learning Outside**
Using the outdoors as a learning environment opens you and your learners to a whole world of rich and diverse opportunities. We've got ideas and supports for all different levels of comfort in this work, so click here and check it out!

 **Learn at Home Resources**
Originally made in response to the COVID-19 pandemic as a support for teachers who suddenly found themselves teaching remotely, this site is still a wealth of information.

 **Peer Support Resources**
Check out this site for ready to go resources to support you in the classroom.

 **Secondary Assessment and Reporting Resources**
Resources to support the 2023 Reporting Order Policy.

 **Literacy (K-7)**
Resources, strategies, assessments and more – all supporting the development of key proficiencies in K-7 reading and writing.

 **Literacy (8-12)**
A resource on discipline-focused reading, the skills students need to independently read in each subject area

 **Inclusive Learning**
Access ideas, strategies, and resources on supporting all the learners in your environment.

 **Numeracy**
Need Math Help? Get resources, articles, assessment and advice for teachers and parents [here](#).

 **K-3 Physical Literacy**
Teach Primary? Need help with Phys Ed ideas? This resource will give you a year-plan, skill development strategies, assessment documents and a ton of games for your students.

 **TTOC Resources**
Check this page out for tips, tricks, and other ideas for engaging learners when you're only there for a short time.

 **Kindergarten Resources**
Visit this page for a number of electronic, print and physical resources that are available to all Delta Kindergarten teachers.

 **Career Education**
Visit this page for a ton of resources for teaching career education K-12. Every teacher is a career teacher because every teacher is helping learners find their path.

The district has a variety of communications channels, which can sometimes lead to confusion over which to use. Discussions between district staff and administrators have resulted in the following best practices.



@deltaschools.ca email used for:

Urgent, important or sensitive communication to **all staff** from the district.

Your school or department will use email or Teams as its main communication channel.

Recommendation: Please check email and Teams daily



Teams used for:

Collaboration and communication within a district/school department or staff group.



Teams Chat used for:

Informal chats. It should not be used for sharing important information.



ConnectED, the district's intranet site, used for:

Accessing district and department resources and checking district internal news, e.g. phone lists, expense forms, wellbeing resources, and archiving all staff emails for future reference.

Recommendation: Check ConnectED twice a week



District and school websites used for:

External district and school news and resources

Recommendation: Check once a week



DeltaLearns websites used for:

Repository of district and department resources for staff and parents to access.

Recommendation: Use as needed

Google Workspace
for Education



Google Workspace for Education:

The primary digital teaching and learning platform for collaboration and communication between students and educators. It includes email (@deltalearns), Google Classroom, Google Docs, Google Forms etc.

Connect-Ed- Microsoft Teams



ConnectED



Delta Schools Intranet

[Home](#)

[Resources](#) ▾

[Departments](#) ▾

[Pages](#)

[Site contents](#)

[Subsites](#)



Activity

Chat

Teams

Calendar

Calls

OneDrive

Copilot

...

Apps

District News

[See all](#)



Superintendent's Office

Sad News

It is with heavy hearts that we share the sad news th...
6 days ago



Superintendent's Office

2025 Summer Message from Superintendent Doug Sheppar...

Summer Message from...

June 26



Superintendent's Office

Year-End Message from Minister Lisa Beare

Please read the message below from...

June 23



Employee Services

Records of Employment (ROEs)

Records of Employment (ROEs) will b...

June 20

Quick Links

SmartFind Express

Employee Connect

MyEd BC Website

Clevr

SmarterU

TELUS Health Employee Assistance Program

School Library Sites

DeltaLearns WordPress Site

District Website

District Public Events Calendar

District Policies & Procedures

Employee Connect

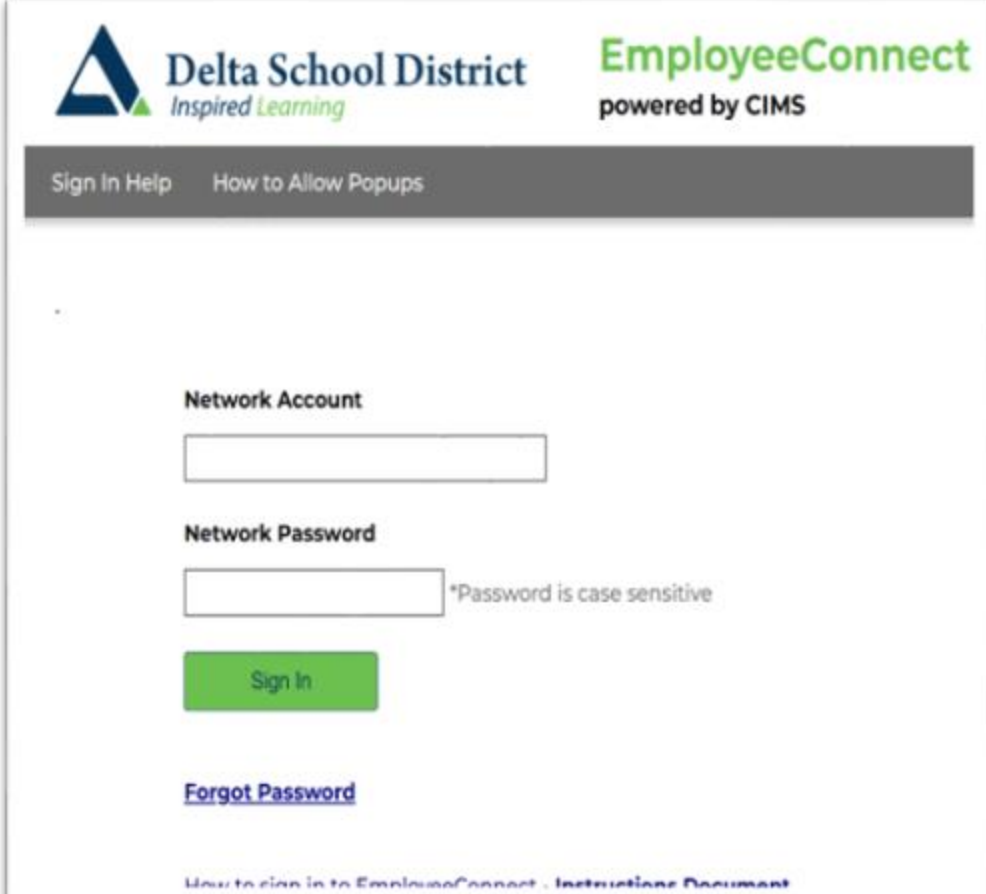
Employee Connect Overview

- The Connect System is a secure platform that provides employees with access to key resources and tools, including document management, payroll, leave requests, and more. It's designed to help streamline processes and give you easy access to important information.
- **Key Features of the Connect System:**
 - **Employee Folder:** Store and access all your important documents here.
 - **Absence Records:** View and manage your absence records.
 - **Leave Requests:** Submit leave requests directly for approval.
 - **Payroll Information:** Access pay stubs, tax details, and payroll information.
 - **Internal Job Postings:** Apply for internal positions within the District.
 - **Profile:** Update demographics and emergency contact info



How to Login to Employee Connect

- Once you have access to your computer desktop, open an internet browser.
- Navigate to the Employee Connect login page:
<https://cimsweb.deltasd.bc.ca/Employeeconnect/employeesignonn.aspx>
- Login Credentials:
 - Username: Your Employee Number
 - Password: The same password used for your Microsoft 365 portal
- Press Sign In.
- After signing in for the first time, you will be prompted to review and accept the District Acceptable Use Agreement (AUA).
- Click the checkbox for I Accept and press Sign In.



The screenshot shows the login interface for Delta School District's EmployeeConnect system, powered by CIMS. At the top, the Delta School District logo (a blue triangle with a green dot) and the text "Delta School District Inspired Learning" are on the left, while "EmployeeConnect powered by CIMS" is on the right. Below the header is a dark grey navigation bar with "Sign In Help" and "How to Allow Popups" links. The main login area contains two text input fields: "Network Account" and "Network Password". The "Network Password" field has a small note to its right: "*Password is case sensitive". Below the password field is a green "Sign In" button. Underneath the button is a blue link for "Forgot Password". At the very bottom, there is a small link: "How to sign in to EmployeeConnect - Instructions Document".

Employee Connect – Folder

All documents **related to your employment** are uploaded here

**Delta School District**
Inspired Learning

AdminConnect
powered by CIMS

BackAbsences ▾EvaluationsFinance ▾**Folder**Jobs ▾Payroll ▾PD ▾Profile ▾Resources ▾Send MessageSub/Cas ▾Workshop ▾

Last Name:
First Name:
Employee #:



This is an electronic employee file. A Delta School District goal is for all employee documents to be filed here. For employees who have multiple positions within the division, you may have more than one T4. Current year T4s are red. If needed, click on the 'T4 Revenue Canada Instructions' for an explanation of the T4 boxes.

Folder

Folder Status:

Limit view or Add attachment

Employee Connect Attachment Descriptions

Cannot view "INT" Interview results (Use Applications Tab)
Cannot add or delete "APL" Applicant Documents

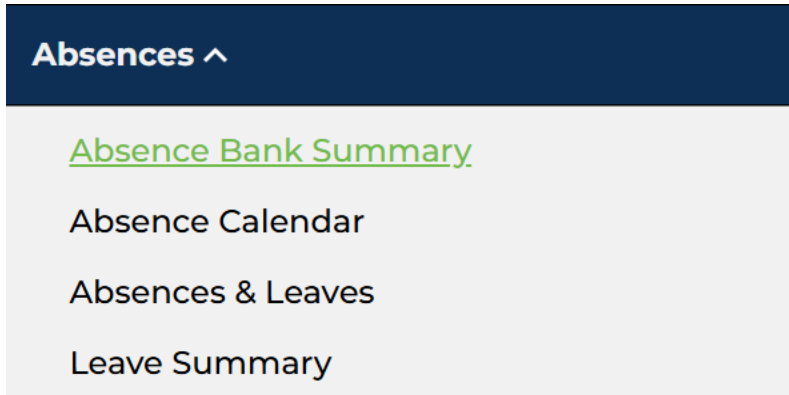
☐ OK to Delete

Show entries

Search:

View Image ▾	Folder ▾	Description ▾	Document Date ▾	Change Date ▾	User ▾	Last Viewed ▾
No data available in table						

Employee Connect – Absences



- Go to the **Absences** tab
- ***Absence Bank Summary***
 - Check your remaining sick leave
- ***Absence Calendar***
 - See absences in a calendar format
- ***Absences & Leaves***
 - See absences in a list format
 - Complete Request for Leave as required for all leaves other than Illness
- ***Leave Summary***
 - Lists status for current leave requests

Employee Connect – Absences

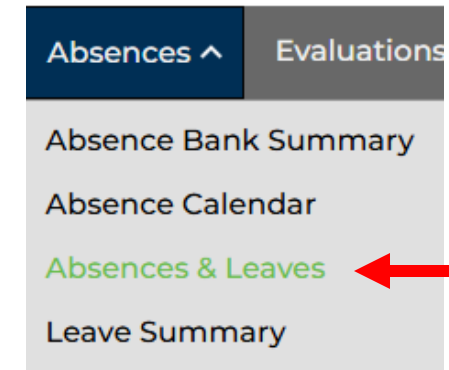
- Teachers:
 - 15 days pro-rated for FTE
 - Will dock pay if over-used
 - Enter all absences on SmartFind
 - Complete a Leave Request for all except Illness
 - Leave a lesson plan
- TTOCs:
 - Entitled to max. 5 paid sick days as per Employment Standards Act
 - Per calendar year
 - Submit form from Payroll folder in Teacher Info on Teams.
 - Read FAQs



Online Leave Request

To request leave through the Employee Connect System:

- Click on the **Absences** tab
- Select "**Absences & Leaves**"
- Select your leave type by clicking the **dropdown menu**
- Click "**Add**" to submit your leave request
- ALL leave types, other than Illness, require a leave request (including paid Discretionary Day)
- Read the ***Teacher Leave Memo*** in Teacher Info on Teams

A screenshot of the 'Employee Connect System' leave request form. The 'Absences' tab is selected in the top navigation bar. The form contains input fields for 'Last Name: TEST', 'First Name: TEST', and 'Employee #: 9425333'. To the right of these fields is a note: 'Use these absence sc... absence history. If you... document to a past le...'. Below the input fields is a dropdown menu labeled 'Add Request for Leave:' with the selected option '* No Leave Type Selected *' (indicated by a red arrow). To the left of the dropdown is a green 'Add' button (indicated by a red arrow). Below the dropdown is a blue link: 'HELP - Select the Correct Leave'. At the bottom, there are two checkboxes: 'Employee Connect View' (checked) and 'Display Leave Details' (unchecked). To the right of these checkboxes is the text '*Black* = Posted Absen'.

Payroll

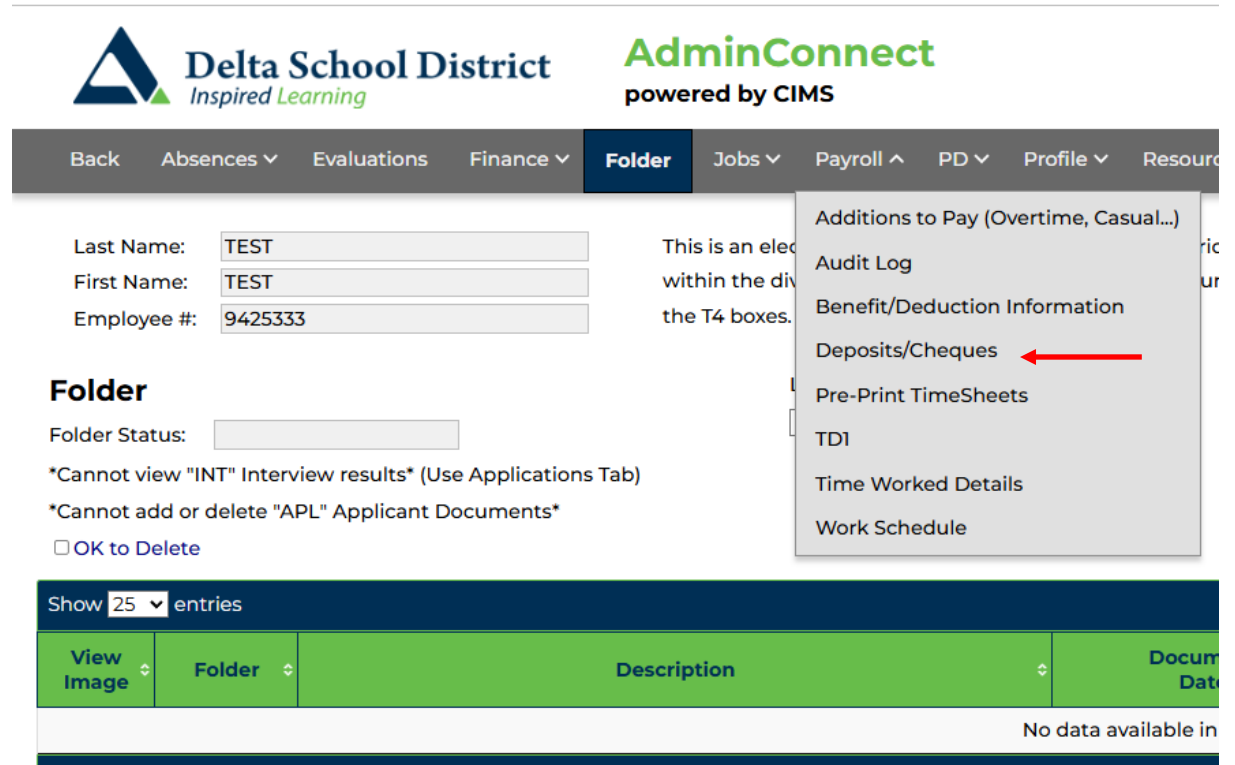
Payroll and Employment Verification

To view or print your pay details and Employment Verification letter:

- Click on the **Payroll** tab
- Select "**Deposits / Cheques**"

Here you can:

- View & print your pay cheques
- Download employment verification letters



The screenshot displays the AdminConnect portal for Delta School District. The top navigation bar includes links for Back, Absences, Evaluations, Finance, Folder (selected), Jobs, Payroll, PD, Profile, and Resources. The main content area shows a form for employee information with fields for Last Name (TEST), First Name (TEST), and Employee # (9425333). A dropdown menu is open under the Folder tab, listing options: Additions to Pay (Overtime, Casual...), Audit Log, Benefit/Deduction Information, Deposits/Cheques (highlighted with a red arrow), Pre-Print TimeSheets, TD1, Time Worked Details, and Work Schedule. Below the form, there are status messages and a table header with columns: View Image, Folder, Description, and Document Data. The table currently shows no data.

Delta School District
Inspired Learning

AdminConnect
powered by CIMS

Back Absences Evaluations Finance **Folder** Jobs Payroll PD Profile Resources

Last Name: TEST
First Name: TEST
Employee #: 9425333

This is an elec
within the div
the T4 boxes.

Folder
Folder Status:

Cannot view "INT" Interview results (Use Applications Tab)
Cannot add or delete "APL" Applicant Documents

☐ OK to Delete

Show 25 entries

View Image	Folder	Description	Document Data
No data available in			

How To Read Your Paystub

HOW TO READ YOUR ONLINE PAY STUB

Payroll Information Sign Out - DO NOT just X (Close)

Back Print Statement Employment Verification

Cheque Date: 2021/06/30
 Period End Date: 2021/06/30
 Deposit Amount: \$2,066.43
 Gross Pay: \$3,992.50
 Gross Deductions: \$1,926.07

Payroll Information	View	2020/10/15	2020/09/30	2020/09/15	2020/08/14
View	View	View	View	View	View

Absence Bank Activity This	Earn	Used	Balance
Sick Lve Days	0.0000	-1.0000	5.0000

Description	Job	Type	Rate	Details	Paid Amount	Deduct Amount	Employer Paid Amount	Year-To-Date Amount
Teacher	TEACH	Grade 70 Step 10			9,568.10			64,474.94
12 Month Summer Pay Pla	TEACH	SUMMSAV			1,020.57			1,020.57
SIP Allowance	TEACH	SIPALL			200.11			1,349.73
Cash Advance	TEACH	ADVANC			2,583.39			.00
Department Head Allowance	TEACH	DEPTHD			437.52			3,011.16
Life Tdbt	TEACH	LIFT		6.66				59.94
BCTF Dues	TEACH	BCTFT				172.45	.00	1,163.30
Canada Pension Plan	TEACH	CPP				77.93	77.93	3,166.45
Delta Teachers Assoc	TEACH	DTA				19.44	.00	346.08
Dental Single	TEACH	DENT/S				.00	73.81	.00
Employee Assistance Pla	TEACH	EAP				2.10	.00	14.70
Employer Health Tax	TEACH	EHT				.00	199.14	.00

- To access your pay information, click on Payroll =>Deposit/Cheques; FTE is in the box on the Payroll home screen; TTOCs can check jobs by clicking on Time Worked Details.
- Click View next to the payment date to review; mid-month advances do not include any deductions or extra information.
- See your Gross Pay, Deposited Amount, and Gross Deductions which include your mid-month advance.
- Click Employment Verification for a letter to confirm your employment and salary for mortgages or tenancy agreements.
- Absence Bank Activity This Pay –may not include absences taken at end of month; go to Absences tab=>Absences Bank Summary for up-to-date balances.
- Grade** – your TQS category; if you have not submitted your TQS card, you are put on Category 4 (Grade 40); most teachers are category 5 (Grade 50); PB+ is category 6 (Grade 55); Masters is category 6+ (Grade 70); can be seen on your month end pay only.
- Step** – based on your years of experience; maximum is Step 10; can be seen on your month end pay only.
- Paid Amount – Monthly Teacher Salary, 2% SIP Allowance to offset LTD deduction, less mid-month advance (30% of gross pay), EI Rebate added in income & subtracted in Deduction.
- Deduct Amount – CPP & EI, Income tax, DTA & BCTF Dues, Dental & Extended Health benefits, Life Insurance, Pension;
 - CPP & EI have legislated yearly maximum amounts; once this is reached, these deductions are not taken, usually in October to December. Deductions will resume in January and your net pay will decrease as a result.
 - Dental & Extended Health are at no cost to you; available at .50 FTE or greater.
 - Life is a mandatory taxable benefit; available at .50 FTE or greater.
- Employer Paid Amount – these are the amounts that the District pays on your behalf
- Click + for annual amounts for the line item
- Check Description for 12-Month Summer Savings Plan deductions and total amount saved, if enrolled in the plan. Deadline to enrol is August 31st.
- Folder Tab - any document uploaded by Payroll/HR, ie. T4 slips, Requests for Leave, Assignment Change letters, previous experience credits given, etc.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOU ARE PAID THE CORRECT GRADE, STEP, AND FTE! ASK IF YOU ARE UNSURE!!

Information available in Teachers Info on Teams:

Teacher Info. ➡ Payroll

[How to read your paystub.pdf](#)

Teacher/TTOC Payroll

Teacher

TTOC

- Mid-month advance is 30% of gross
- All deduction come off at month-end
- EI & CPP max out usually in October
- Make sure your Category & Step are accurate!

- Paid bi-weekly (2 weeks holdback)
- TTOC salary – Paid on scale based on your experience and TQS category to a maximum of category 5, step 8
- Keep track of days and extra time worked
- If TTOCing for your job share partner, must complete form and submit to Payroll (IF you are above Cat 5, Step 8) (in Job Share folder in Teacher Info on Teams)

- Salary grids in the Payroll folder in Teacher Info
- Make sure TD1 is accurate!

READ ALL FORMS CAREFULLY!

Payroll Options

10 Month Pay Plan

- Default payment plan for teachers and TTOC's
- **Teachers:** All salary minus deductions are received on the 15th and 30th from September- June
- **TTOCs:** paid bi-weekly

12 Month Pay Plan

- Can set up any time
- 10% of gross pay is deducted from pay monthly
- Paid back to you in July and August
- No access to your money unless you resign or retire before June 30th
- **Only available for contract teachers**

2nd Bank Account

- Money is deposited to each account from every pay
- You decide the amount to divert to your second account
- You can access your bank accounts throughout the year
- Can keep saving longer than one year

What we need from you:

- All documents scanned (no photos) and emailed using ONLY your Outlook email
- TRB Certificate
- TQS Card:
 - For salary category placement (will be paid at Cat. 4 if not received)
 - Must submit new TQS for pay increase!
- External experience forms from previous teaching employers (for salary step placement)
- Seniority & Sick Days (Once in any contract, must submit **within 120 days!!!**)

Experience vs Seniority

<u>Experience</u>	<u>Seniority</u>
Used to determine placement on the salary grid (your Step)	Used for securing a position
Any teaching/TTOC experience anywhere	Only from BC Public Schools
	Must resign from other district
	Must port within 120 days of securing any contract
<i>Verification of Teaching Experience form</i>	<i>Verification of Seniority and Verification of Sick Days forms</i>

- Check out the Experience vs Seniority document in the Payroll folder in Teacher Info on Teams for more info
- Very important to understand the difference!

Category

- Category: determined by the Teacher Qualification Service based on your years of education and identified on your TQS card
- Delta has no control over your category placement
- Used for your category placement on the salary grid
- Upload your new card to your Employee Connect Folder if you upgrade your education

Benefits Overview



Teachers:

- Eligibility: ≥ 0.5 FTE assignment and valid BC Personal Health Number (PHN)
- You will receive a Benefits Enrolment Package from HR to complete and return
- District covers 100% of Extended Health and Dental premiums
- Mandatory Life Insurance (\$100,000)
 - Premiums are 60% paid by the District and 40% by the teacher
- Optional Additional Life Insurance available

TTOCs:

- Eligible for Extended Health and Dental, but responsible for full premium
- To enroll, send Benefits Enrolment Forms to HR
 - Forms are available in Benefits folder in Teacher Info

Pension Overview



- Teachers & TTOCs are eligible for a pension
- Automatic enrolment unless already receiving a pension
- Will receive TPP Welcome Package via registered mail
 - This will include your Pension ID (PID) to create an online account
- Communication: Please regularly check your Delta Schools email for important updates, including your enrollment notice.
- For more information about the Teacher Pension Plan, visit tpp.pensionsbc.ca.

SmartFind (SFE)



SmartFind Express – Our Call-Out System

What is SFE?

SFE (SmartFind Express) is the system we use to report absences and manage availability.

For TTOC Employees:

Please mark yourself as unavailable.

Reach out to the **Subdesk** @subdesk@deltaschools.ca

Follow the **SFE Guide** located in:

◆ Teams→ Teacher Info → SmartFind→ **SmartFind Quick Reference**

Need Help Logging In?

Login instructions are also provided in the **SFE Guide**.

Elisa – Sub Desk 604 952-5361

Calls start after 3:30pm until 10pm – start again 5:00am

SmartFind for TTOCs



- Can pick up jobs on the internet, receive an automated phone call, or a personal phone call
- Keep your calendar up to date using Unavail Dates
- You can search for available jobs
- Review upcoming and past assignments
- If you cancel a job after 7:15am, call the school!
- MUST have job number to prove job assignment and get paid
- If you are pre-arranged, make sure you accept the job on the system and have a job number; otherwise, the system will assign someone else

SmartFind for Teachers

- Enter date
- Time of absence may differ from time TTOC needed (check AM/PM)
- May request a specific TTOC but must enter into SFE!
- Include instructions for the day or where instructions can be found
- Click Continue to review
- Click **SAVE!**

Home | Create an Absence | Review Absences | Absence Approval

Create Job

Create Absence

Absence Information

To complete this absence, press Continue and proceed until a job number is assigned.

Location: SOUTH DELTA SECONDARY 374010
Classification: ESL/SEC
Reason:
SEMS Code:

Is a Substitute required?: ☒ Yes ☐ No

Dates:

Start (MM/DD/YYYY)

End (MM/DD/YYYY)

REPORTING MULTIPLE DAYS?

If the days are non-consecutive, remember to "uncheck" the day(s) from the weekly schedule.
If every day of the absence does not start and end at the same time, remember to change the times on the

Weekly Schedule		Absence		Substitute	
		Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	☒	08:30 AM	02:50 PM	08:30 AM	02:50 PM
Tuesday	☒	08:30 AM	02:50 PM	08:30 AM	02:50 PM
Wednesday	☒	08:30 AM	02:50 PM	08:30 AM	02:50 PM
Thursday	☒	08:30 AM	02:50 PM	08:30 AM	02:50 PM
Friday	☒	08:30 AM	02:50 PM	08:30 AM	02:50 PM

Substitute

Specify a Substitute? ID: [Name Lookup](#)

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job? ☐ Yes ☒ No

Substitute Instructions: (Maximum file size=512k)

File Attachments: Browse... (Maximum file size=512k)

[Continue](#) [Reset](#)

Your Work Day

Heading into a School

- School locator [Delta School District](#)
- Arrive early to ensure time to prepare
- Wear District ID to all sites
- Sign in at the office
- Obtain schedule and/or map and daily instructions
- Review Health and Safety Procedures/Protocols
- Be sure about school schedule, supervision duties, and end of day student release procedures
- Return keys and resources at the end of the day



Health and Safety

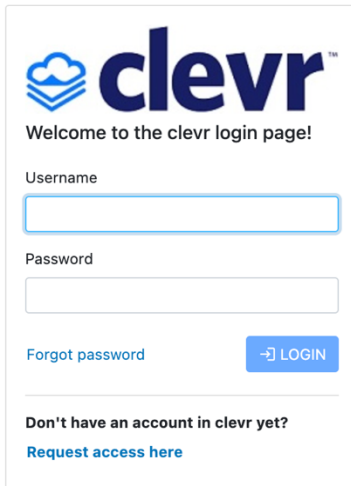
- All school sites have a (Joint Health and Safety Committee (JHSC)
 - Administration, DTA, CUPE
- All School sites have First Aid Attendant.
- Information on the JHSC and the school first aid attendant will be in your TTOC folder and/or the Emergency Procedure folder in the classroom

Employee Incident Reporting-Clevr

- All employee incident reporting is done through Clevr
 1. Report all incidents to your site supervisor
 2. Complete incident reporting forms online through Clevr

**Access Clevr
through Connect
Ed on TEAMS**

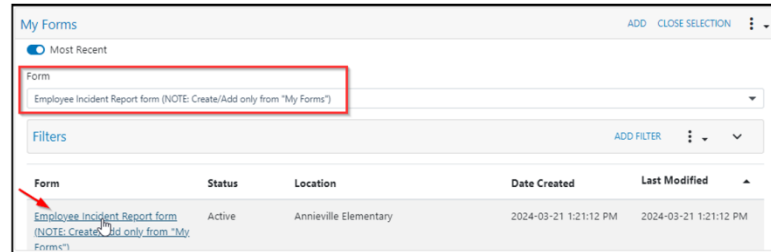
**Sign into Clevr with
your employee
connect number
and password**



The Clevr login page features the Clevr logo at the top, followed by the text "Welcome to the clevr login page!". Below this are input fields for "Username" and "Password". A "Forgot password" link is located below the password field. A blue "LOGIN" button is positioned to the right of the password field. At the bottom, there is a link that says "Don't have an account in clevr yet? Request access here".

**Under 'My Forms' select the
appropriate form (ex. Employee
Incident Form).**

Click 'add new' for all new incidents



The "My Forms" interface shows a list of forms. A red box highlights the "Form" dropdown menu, which is currently set to "Employee Incident Report form (NOTE: Create/Add only from 'My Forms')". Below the dropdown is a "Filters" section with an "ADD FILTER" button. A table below the filters lists forms with columns for "Form", "Status", "Location", "Date Created", and "Last Modified". The first row shows "Employee Incident Report form (NOTE: Create/Add only from 'My Forms')", "Active", "Annieville Elementary", "2024-03-21 1:21:12 PM", and "2024-03-21 1:21:12 PM". A red arrow points to the "Form" column header.

**Using the top tabs, complete all
required fields.**

Submit form



The "Employee Declaration and Signature" form has two main sections. The first section, labeled "1", contains a checkbox for "I declare that the information provided in the employees report of incident is true and correct." Below this are input fields for "Employee Name" and "Date". The second section, labeled "2", contains a checkbox for "The above information is complete. I am ready to send it to my supervisor and to Health & Safety." Below this is a red "Submit Report" button and a "Date" input field.

Top Procedures

- <https://www.deltasd.bc.ca/board/policies-procedures/>
- Top Procedures to familiarize yourself with:

325 – Child Abuse	260 – Field Trips
404 – Duty to Report	146 – Social Media
166 – Emergency Drills	491 – Student Transportation by Volunteer Drivers
167 – Emergency Procedures	180 – Freedom of Information and Privacy Protection
145 – Use of Personal Digital Device (PDD)	

- There are lots of other important Policies & Procedures for you to review

Social Media

- Digital media can promote learning, teaching and collaboration for students, staff and parents
- Permission forms for student photos completed each year
- Refrain from showing faces of students
- Social media is an extension of the classroom. What is inappropriate in the classroom is also deemed inappropriate on-line.
- Teachers held to a higher standard! This includes your personal social media!
- Read the [Social Media Procedure](#)
- Read the [Professional Standards for BC Educators](#)

Communicate with each other



- Teachers:
 - Leave lesson plans and/or instructions
 - On desk, with office, or on Smartfind
- TTOCs:
 - Leave notes about the day
 - Suggested lesson plan for next day (required in elementary)
 - Your contact information
 - Elementary Tip: follow up with teacher via email if your lesson plan was helpful

MyEdBC

Introduction to MyED

All BC Public Schools use MyED BC for student data:

- Student schedules
- Contact information
- Parent/contact phone numbers
 - Attendance
 - Grade Book
 - Final marks
 - Report cards

Logging in to MyEd



English (De... ▼)

 BC - Production

Login ID

Password

[Trouble logging in?](#)

[Log In](#) [Request Account](#)

Logging in to MyED

- Log-in and initial password will be provided via email
- Most teachers will have their **first initial last name 37**.
 - Eg. John Wayne will be jwayne37.
- TTOCs will have a **ZZ** in front of their logon.
 - Eg. zzjwayne37.
- The system is case – sensitive. Logon IDs are all lowercase.
- First time you log on, you will need to change your password. You will be prompted.

First Time Logging in to MyED

1. Log on to MyED at
<https://myeducation.gov.bc.ca/aspen/logon.do>

English (De... ▼



BC - Production

Login ID

Password

[Trouble logging in?](#)

Log In

Request Account

2. First time you log on, you will need to change your password. You will be prompted.

Password Requirements

- Minimum length is 8
- At least one number
- At least one capital and lowercase letter
- At least one symbol that isn't a letter or number
- Can't contain 'password', login name, first name, middle name, last name, date of birth, personal id, or only sequential letters or numbers

Current Password

••••••••

Password provided by Tech dept.

New Password

••••••••

New password

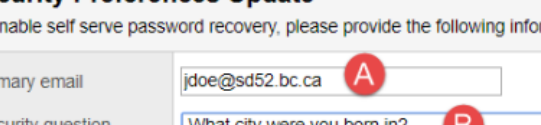
Confirm New Password

••••••••

Repeat new password

3. You will be asked to provide Security preferences.

- A Primary email: use your First Class email.**
- B Security question: choose one from drop down**
- C Security answer: answer the question**
- D Confirm answer: enter the same answer as in C**
- E Click Submit.**



Security Preferences Update

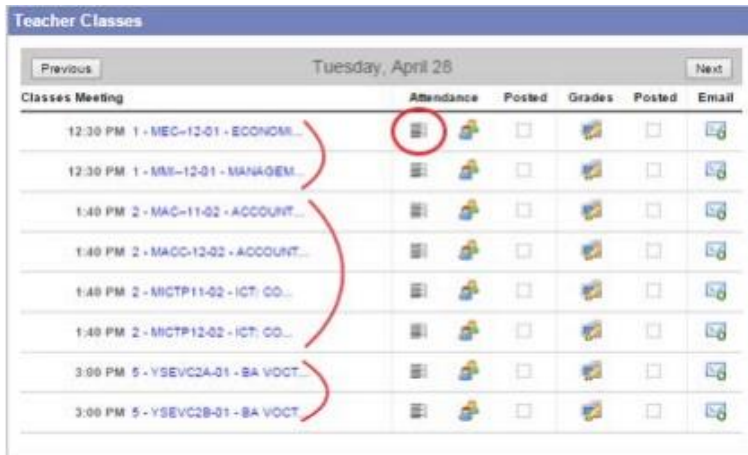
To enable self serve password recovery, please provide the following information

Primary email	jdoe@sd52.bc.ca A
Security question	What city were you born in? B
Security answer	***** C
Confirm answer	***** D

Submit **E**

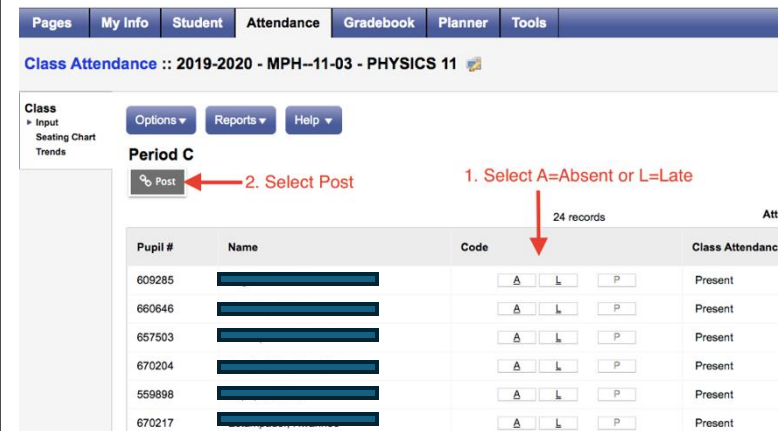
Taking Attendance in MyED

1. Select the class from home screen or through attendance top tab.



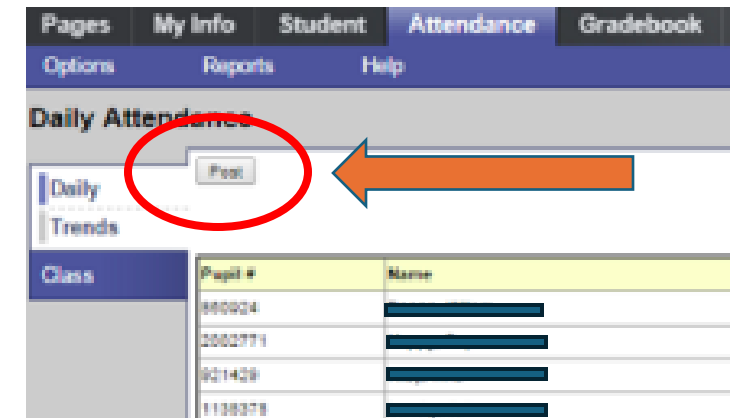
2. Click **A** button for absent students and the **L** button for late students.

To remove an entry click the **P** (Present) button.



3. When complete, click the **Post** button.

- Attendance must be submitted by 4:00 pm daily.



Elementary Attendance

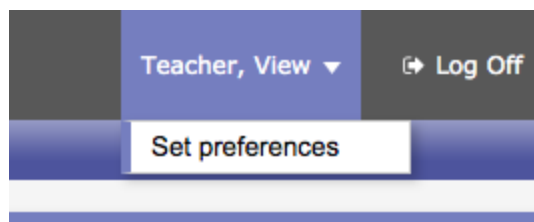
- Process same as Secondary in MyED
- Attendance taken in AM and PM – so attendance is taken and posted twice
- The A-E button is for a Known absence (Absent excused)

Attendance Reports

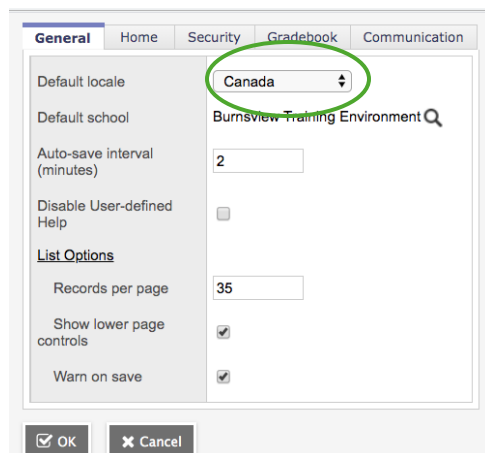
- Attendance reports are run at the end of each day.
- Important that attendance is completed by 4:00 each day so the reports are accurate.
- Teachers cannot go back in and change attendance in MyED after the reports are run to change it in the student record.

MyED- Setting Preferences

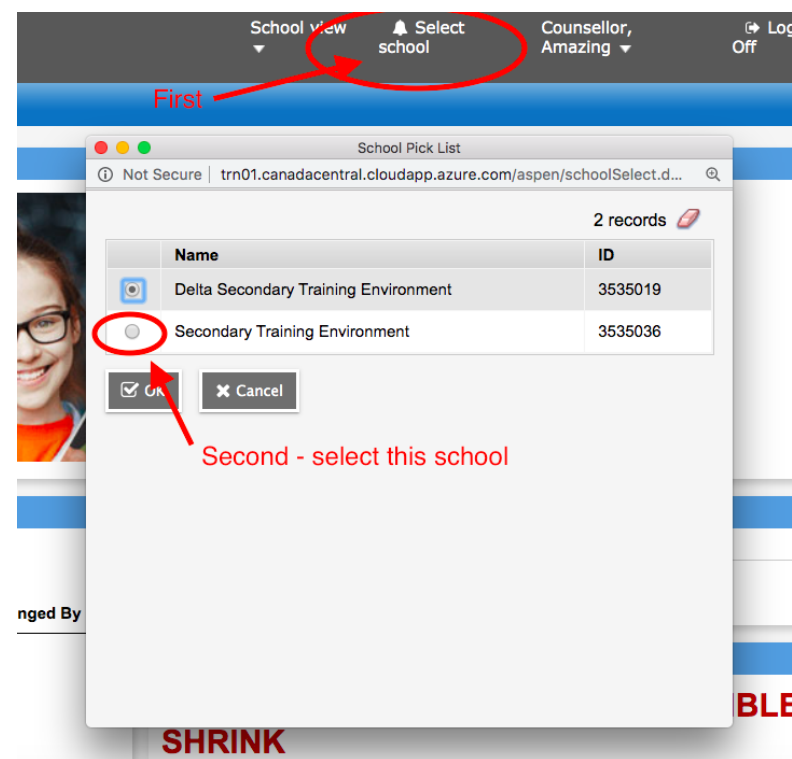
Click on your name on the top right hand corner, and select “SET PREFERENCES”.



For Default locale, select CANADA



Select School



Flex Attendance (Secondary Only)

- Most secondary school have a 35-minute flex/ILT block between period 1 and 2 on Monday, Tuesday, Thursday & Friday
- Attendance for Flex is done through teacher connect.
- Steps

1. Sign into employee connect and select teacher connect



2. Click on Flex Program



3. Beside the flex program click 'edit'. Scroll down to see a list of students registered for flex

4. Mark students as 'attend', 'late' or 'no show' and click 'save attendance'

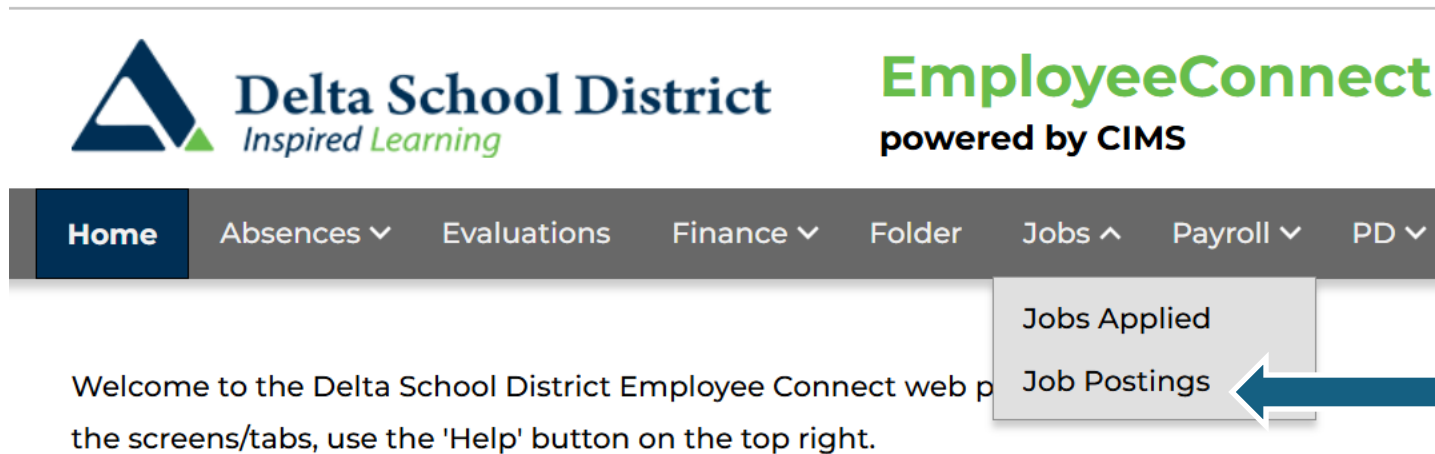
The screenshot shows the "Save Attendance" button highlighted with a red box. To its right is a checkbox labeled "Mark ALL As Attended" and a link "Open window to email all participants". Below these is a table with columns: "Previous Next", "Status", "Registered Student Name", "Class", "Attend", and "NoShow". The "NoShow" column has checkboxes, with the one for ELAINE checked. The "Save Attendance" button and the "NoShow" checkbox for ELAINE are both highlighted with red boxes.

Previous Next	Status	Registered Student Name	Class	Attend	NoShow
	Registered	ELAINE	12	☐	☒
	Withdrawn	MIKE	12	☐	☐

Applying for Jobs

How to Apply for Jobs Using Job Connect

- Login to Employee Connect
- Navigate to Jobs tab
- View Job Postings
 - Click on Job Postings to view the current internal job openings.



Job Connect - Applying for Postings



JobConnect
powered by CIMS

Main Page

Instructions

View Job Posting

Skills

Education

Experience

References

Attachments

Back to Job Postings

- Review the open job posting
- Ensure your skills, education, experience and references are updated
- Attach necessary documents and then click “apply”
- Look at the **Getting Ready Memo** in the Spring Staffing folder for more info on uploading documents

Select Position

Select Location

☒ Limit to Open Postings ONLY

Show 25 entries			
View Posting	Posting	Position	Apply to Posting
View	T-25-000	Teacher	Apply
	PROFILE UPDATE	Teacher	Apply

Job Connect Notifications

- Click 'Internal Jobs' to apply to positions and upload your documents
- Select **Teacher** to see only teaching positions
- Subscribe to notifications

Close

Select Position

Select Location

☒ Limit to Open Postings

Show 25 entries

Teacher

View Posting

Posting

Position

Apply to Posting

Description

Subscribe/Unsubscribe to Notifications

You may require Adobe Reader to print/view inf

Browser must allow popups for certain function:

Getting a Contract

Process to a Contract:

- Job Connect postings every Tuesday (for 7 days)
- Recall Rights (previously had a contract in Delta AND below layoff line)
- Make A Future
- Spring Staffing in May/June



Types of Contracts:

- Continuing – no incumbent; does not mean protection from layoff
- Term Specific – either has an incumbent or qualifications not met
- Sick & Seniority can be ported for either of these contracts **WITHIN 120 DAYS!!**

What are Recall Rights?

- Below the layoff line with no position
- C.27 Recall Rights
- Have access to all posted positions ahead of seniority teachers and TTOCs
- **Process:** Apply on Job Connect by 12pm on Friday of the posted week
- Long term TTOC positions are not eligible for Recall Rights

Spring Staffing: May-July

- Internal to school
- Round 1 – Continuing teachers & TTOCs
- Internal to school
- Round 2 – Continuing teachers & TTOCs
 - Any R1 unfilled position posted on MAF
- Internal to school
- Round 3 – Same as R2
- Read all Spring Staffing notices carefully!

Important Contacts

Shannon Hunt and Kevin Vasconcelos

District Principal – Human Resources

604 952-5386

Human Resources

[humanresources@](mailto:humanresources@deltaschools.ca)

[deltaschools.ca](mailto:humanresources@deltaschools.ca)

[604 952-5318](tel:6049525318)

Payroll

[payroll@](mailto:payroll@deltaschools.ca)

[deltaschools.ca](mailto:payroll@deltaschools.ca)

[TTOC: 604 953-5351](tel:6049535351)

[Teacher: 604 952-5371](tel:6049525371)

SMARTFIND

Booking absences and
TTOC assignments

[subdesk@](mailto:subdesk@deltaschools.ca)

[deltaschools.ca](mailto:subdesk@deltaschools.ca)

[604 952-5361](tel:6049525361)

Telus Health

one.telushealth.com

1-888-307-0590

Username: deltaschool

Password: healthy

Contact us anytime!



Delta Teachers'

ASSOCIATION

- Alison Kerr – president@deltateachers.org
- President
- Kathy Macfarlane – vp1@deltateachers.org
- 1st Vice-President
- Cherie Nagra – vp2@deltateachers.org
- 2nd Vice-President
- 604 946-0391 Monday-Friday 8:30am – 4pm





Thank You & Welcome Aboard!

We're excited to have you as part of the team.

- **Stay Connected:**
Check your **Delta Schools email** regularly for updates, resources, and important communications.
- **Questions?**
Reach out to **HR** anytime — we're here to support you.
- Let's make this a great start to your journey!