

June 21, 2016

Re: Elk Island Public Schools (EIPS) Substitute Teacher 2016/2017

In May or June 2016 your teacher expiration of contract letter invited you to join the Elk Island Public Schools (EIPS) Substitute Teacher 2016/2017 list once your contract ends in June 2016. If you choose to join then you are agreeing to follow the requirements listed below, which will keep you active on the list.

On or before June 25, 2016, complete and submit a copy of the Substitute Teacher Unpaid Training Session memorandum, which was originally included with your expiration of contract letter in May or June 2016.

As an EIPS Substitute Teacher you are required to be flexible, available on a regular basis at least three (3) days a week, and accept jobs outside your training or experience. Note: EIPS Teachers who are working part time/temporarily at an EIPS school and who are available to substitute full, full half days or for part of the school year can choose to remain on the substitute list even though you may not be available for the three days a week.

Review now and on a regular basis the Existing Substitutes bulletins (<http://www.eips.ca/careers/substitute-information/existing-substitutes>) and follow all directions.

Sincerely,



Simon Grinde
HR Director Recruitment & Staffing
Elk Island Public Schools

SG/gw