



To: **ETFO STEWARDS**
From: **VICTORIA REAUME, GENERAL SECRETARY**

2013 – 2014
STEWARDS' MAILING #5
February 28, 2014

READ the Stewards' Mailing electronically at www.etfo.ca



Call for Presenters – Classroom Management for the Occasional Teacher – ETFO is revising the Classroom Management for the Occasional Teacher workshop. We are seeking applications from occasional teachers to collaboratively create and deliver a two-part professional learning series. This after school learning series will be offered to occasional teacher locals during the 2014-2015 instructional year. The flyer includes detailed information about the application process. Please post and ensure that occasional teachers in the school are aware of this leadership opportunity. For more information, please contact Jason Johnston, extension 2246, jjohnston@etfo.org, at the provincial office.



PR Matters Volume 75 – Building and Maintaining Positive Professional Full-Day Kindergarten Team Relationships – This issue of PRS Matters contains important information and advice for FDK teams about building and maintaining positive and professional relationships. For more information, please contact PRS staff at the provincial office at 1-888-838-3836.



ETFO Principal's Qualification Program (PQP) – Summer 2014 Courses – Summer 2014, Part I is offered in York and Part II is offered in Port Elgin and Toronto. For course details and online registration, please go to the ETFO website at etfo-aq.ca. For more information, please contact Joanne Languay, extension 2271, jlanguay@etfo.org, at the provincial office.

ETFO STEWARDS INFORMATION

Please direct your members to the ETFO website to find the Stewards' Mailing Cover Memo and its links:

www.etfo.ca → Publications → Stewards' Mailings

To change the number of members at your work site –

Contact: Member Records, 1-888-838-3836, trecords@etfo.org

(The number of members on file at ETFO appears on your mailing label)

ITEMS:

1. CALL FOR PRESENTERS – CLASSROOM MANAGEMENT FOR THE OCCASIONAL TEACHER
2. PRS MATTERS VOLUME 75 – BUILDING AND MAINTAINING POSITIVE PROFESSIONAL FULL-DAY KINDERGARTEN TEAM RELATIONSHIPS
3. ETFO PRINCIPAL'S QUALIFICATION PROGRAM (PQP)

VR:SO:OR

Call for Presenters

Classroom Management for the Occasional Teacher



ETFO is seeking occasional teachers to collaboratively develop and present a two-part workshop that will focus on classroom management. These workshops will be offered upon request to ETFO Occasional Teacher Locals during the 2014-15 school year.

Applicants should have the following:

- Active membership in ETFO;
- Successful occasional teaching in a variety of assignments;
- Sound awareness of adult learning principles;
- An awareness and understanding of current initiatives (e.g. instruction, assessment, inclusion, and differentiation) relative to classroom management;
- A thorough understanding of effective instructional strategies and assessment practices related to the work of occasional teachers;
- Experience in presenting workshops for occasional teachers; and
- Demonstrated commitment to equity principles and their integration into workshop content.

APPLICATION DEADLINE:

March 28, 2014 at 5:00 p.m.

Presenters will receive the following:

- A presenting fee for service;
- Travel accommodation, materials, and dependent costs (within ETFO guidelines);
- A two-day training and workshop development session in June 2014; and
- An enriching and rewarding leadership opportunity to work with ETFO members from across Ontario.

Interested members should submit:

1. **An up-to-date résumé.**
2. **A cover letter.**
Applicants will outline specific and relevant experience related to classroom management and professional learning.
3. A completed **Classroom Management for the Occasional Teacher Application Form.**

Please see reverse side for application form



Elementary Teachers' Federation of Ontario
Fédération des enseignantes et des enseignants de l'élémentaire de l'Ontario
136 Isabella Street, Toronto, Ontario M4Y 1P6
Telephone: 416-962-3836 Toll free: 1-888-838-3836 Fax: 416-642-2424
Website: www.etfo.ca

Classroom Management for the Occasional Teacher

Call for Presenters Application

ETFO Membership #: _____ ETFO Local: _____

Name: _____ Teacher OT ESP PSP DECE

Address: _____ Postal Code: _____

City: _____ Home Phone: _____

School Name: _____
(if applicable)

School Phone: _____ School Fax: _____
(if applicable) (if applicable)

E-Mail: _____ Current Role: _____

Members interested in this opportunity should send their application package in print or electronic format to:

Jason Johnston, Professional Development/Learning Services

Elementary Teachers' Federation of Ontario

136 Isabella Street

Toronto, ON M4Y 1P6

For further information please contact Jason Johnston at:

Toll free: 1-888-838-3836 ext. 2246

E-mail: jjohnston@etfo.org

There are limited numbers of positions available and we anticipate a high degree of interest from potential workshop leaders. Not all applications will be selected. **Only complete applications will be considered.**

Member self-identification allows ETFO to achieve a critical goal, supporting, and encouraging the participation of all members in ETFO programs, services, and events.

By completing this section, ETFO will be able to undertake the necessary statistical analysis to achieve this goal. All information collected and the reporting of statistical data will ensure full confidentiality of all members. Although the completion of this section is voluntary, ETFO encourages members to self-identify.

Self-identification:

- Aboriginal disabled lesbian, gay, bisexual, transgender racialized group woman



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Building and Maintaining Positive Professional Full-Day Kindergarten Team Relationships

As of September 2014, Full-Day Kindergarten (FDK) will be fully implemented in Ontario. FDK classrooms have a team of two educators who work collaboratively as partners to provide a full-day of learning for four and five year olds.

DECEs (Designated Early Childhood Educators) are registered members of the College of Early Childhood Educators (CECE) and are obligated to adhere to the Ethical and Professional Standards of Practice for Early Childhood Educators.

The majority of DECEs in Ontario are members of one union, ETFO, CUPE, or OSSTF. Some DECEs are still not represented by a union. FDK teachers are members of the Ontario College of Teachers (OCT) and governed by their Ethical Standards and Standards of Practice and are members of ETFO or OECTA. DECE and Teacher collective agreements differ from local to local and as such can create misunderstandings. These misunderstandings can be avoided if each one understands the collective agreement language and entitlements.

FDK is a unique partnership. Here are some strategies and suggestions for you to consider to help build a positive and professional working relationship with your partner:

Building the Relationship

- Find out what each person brings to the partnership and get to know each other's strengths.
- Understand and share personal philosophies about learning in the early years.
- Agree to have a strong commitment to maintaining a respectful professional relationship with the students' best interest as the central focus.
- Remember that building a relationship takes time; you are working together to build a trusting, professional, and mutually respectful relationship.

Continually Communicating

- Time to talk and collaborate is key. Set ground rules for when, where, and how you will communicate to ensure you respect each other's needs and time outside working hours.
- Be proactive, before conflict happens, decide together how you will share concerns with each other.
- If potential conflict situations arise, make sure communication takes place away from students, their families, and other colleagues.

Remember... Conflict can be good. Dialoguing together can encourage discussions. Explore new ideas and thinking as you share your experiences from different backgrounds and situations.

If problems arise, how can you resolve them?

1. Talk with each other first. If you have a concern, go to your partner directly. Follow the ground rules that you set as a team.
2. Remember, the purpose is to move forward, make sure you have this goal in mind.
3. Presume positive intentions.
4. Be concise, state your concern, its effect on you, and what you wish to change.
5. Listen to the other person's perspective. One person speaks at a time, avoid interrupting.
6. Stay calm despite what the other may say and avoid personalizing the situation.
7. Be willing to compromise.
8. Conclude the meeting with a specific plan for improved communication.

Things to keep in mind:

- Focus on the issue and stick to the message.
- Choose words carefully. Avoid such words as: don't, should, ought, always, ever, must, and you.
- Avoid blame, insults, put-downs, giving advice, being evaluative, or gossiping.
- Seek to understand.

PRS MATTERS



- Focus your language statements on how the situation is affecting you and your ability to do good work for the students and the school community.
- Never undermine your partner in front of students, parents or other educators, either through your words, facial expressions or body language.

Available Resources and Supports for Conflict Resolution

Know who your local ETFO president is and make contact with them. Teacher and DECE local presidents meet regularly and work together on an ongoing basis to support members and provide advice with problem solving and mediation if necessary.

Your locals are there to support you in the following ways:

- Providing professional advice to support its members;
- Sharing what resources are available to you;
- Providing advice and guidance on how to approach the situation;
- Coaching you through your initial discussion;
- Brainstorming strategies you can put in place as team members;
- Offering clarification to any entitlements or limitations under your collective agreement(s);
- If necessary, facilitating conversations with you and your FDK partner; and
- Connecting you with ETFO Provincial PRS staff for support.

Before going to your principal, connect with your ETFO president or ETFO Provincial PRS staff to seek advice. They may suggest speaking with your administrator as a team and can offer support on how to approach the situation.

ETFO Member Rights and Responsibilities

ETFO represents teachers, early childhood educators, and other education workers in Ontario schools. The following provisions of the ETFO Constitution are directly relevant to the issue of respectful professional relationships, and apply to all ETFO members:

Article VI: Code of Professional Conduct

6.1 A member shall:

6.1.6 strive to eliminate all forms of harassment between individuals in the educational system;

6.1.7 endeavour to ensure equity and inclusiveness in the workplace; and

6.1.8 strive to achieve and maintain a high degree of professionalism and to uphold the honour, dignity, and ethical standards of the teaching profession.

In addition to the rights and responsibilities, each individual school board will have Respectful Workplace policies and will have its own standards that apply to the professional relationship between co-workers. Make sure you are familiar with your school board's policies and procedures.

Remember, working together, communicating, and being respectful of each other's experiences are key to building and maintaining positive and professional relationships in FDK.

For further information contact Professional Relations Staff at 416-962-3836 or 1-888-838-3836 at the provincial office. See also ETFO's website www.etfo.ca – Advice for Members.

PHW:JB:ST:KM

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Volume #75



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Summer Online Registration
 opens on April 21, 2014 at
www.etfo-aq.ca

All ETFO PQP Part I courses
 include the EQ-i™ instrument on
 Emotional Intelligence

SUMMER 2014 – PART 1

LOCATION	DATES
Partnership with York Region District School Board	<i>Monday - Friday</i>
Rick Hansen Public School 490 Mavrinac Blvd. Aurora, ON L4G 0J6	July 7 - 11 July 14 - 18

SUMMER 2014 – PART 2

LOCATION	DATES
Port Elgin	<i>Monday - Friday</i>
Port Elgin Super 8 5129 Highway 21 South Port Elgin, ON N0H 2C0	July 7 - 11 July 14 - 18
Toronto	<i>Monday - Friday</i>
Elementary Teachers of Toronto Office 300-4211 Yonge St. Toronto, ON M2P 2A9	July 7 - 11 July 14 - 18

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 I have ever taken."
 - ETFO PQP Candidate*

For questions, please contact:
 Joanne Languay, ETFO Executive Staff
jlanguay@etfo.org

