

## Resources for New Teachers

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The following links will assist you as you transition into your new role at Peace Wapiti Public School Division (PWPSD). This resource is available on the Peace Wapiti public website ([www.pwpsd.ca](http://www.pwpsd.ca)) under Staff Resources. Many of these links are to internal documents; you will require your login information to access them. *Individual schools may have additional forms and resources. Please consult with your school's administrative assistant.*

### **DISTRICT PROFESSIONAL FOCUS:**

[PWPSD's Quality Learning Environment \(QLE\)](#)  
[PWPSD's New Teacher Support Overview Document](#)

### **PROFESSIONAL DEVELOPMENT:**

[The Alberta Teachers' Association \(ATA\)](#)  
[Northern Spirit ATA Local #6](#)  
[New Teachers' Conference Expense Claim Information](#)  
[Professional Practice Standards for Alberta](#)  
[PWPSD Teacher Growth, Supervision and Evaluation – Policy GCN](#)

### **CLASSROOM AIDS:**

[Advisory – Use of Electronic Communication and Social Media](#)  
[Alberta Assessment Consortium](#)  
[Appropriate Use of Copyrighted Materials in Schools](#)  
[Are Your Photos Facebook Appropriate?](#)  
[Conflict Resolution – Policy JAB](#)  
[Digital Student Records](#)  
[Freedom of Information and Protection of Privacy \(FOIPP\) media consent form](#)  
[Freedom of Information and Protection of Privacy \(FOIPP\) quick tips](#)  
[Inclusive Education – SharePoint site](#)  
[Medical Management Plan \(Medical Condition Form\)](#)  
[PWPSD-approved and non-approved apps](#) For context, [watch the video.](#)  
[Request form for approval in principle for national or international travel](#)  
[Student Counseling SharePoint Site](#)

### **HEALTH AND WELLNESS INFORMATION:**

[Alberta School Employees Benefit Plan \(ASEBP\) website](#)  
[ASEBP – Forms for extended health care, dental care and vision care claims](#)  
[ASEBP - Spending Accounts](#)  
[ASEBP - Employee & Family Assistance Program](#)  
[Employee Wellness Resources](#)

### **TECHNOLOGY:**

[PWPSD Help Desk](#) – Create a work order for computer/IT-related issues.  
[PowerSchool \(teacher side\)](#)  
[Schoolology \(grades 7-12\)](#)

[SMART Notebook](#) - Home use ability

[MyViewboard](#) (new interactive flat panel TVs) - online access/account creation

[PWPSD EdTech website](#) - Technology coaches/mentors

[Microsoft Home Use Program \(HUP\)](#)

[Remote File Access](#)

[SharePoint](#) – PWPSD’s document sharing system (used mostly for admin files)

#### **HUMAN RESOURCES INFORMATION:**

[PWPSD Employee Self-Serve](#)

[PWPSD Teacher Handbook](#)

[Teaching Staff Collective Agreement](#)

[Staff Resources](#)

[Atrieve Dispatch System \(subs and subbing\)](#)

[Understanding Your Earnings & Deductions Statement](#)

[Teacher Certification: How to apply for your teaching certification in Alberta](#)

[Mileage and expense allowance form](#)

For additional human resource and payroll information, view [PWPSD’s Helpful Links](#)

#### **COMMUNICATIONS**

[Social Media Guidelines](#)

[School Events Calendar](#)

[Good News Schedule](#)

#### **CONTACT INFORMATION:**

PWPSD Support Personnel: [Curricular Coordinators](#), [Inclusive Education](#), [Support Services](#)

[PWPSD website](#)

[School contact list 2024-25](#)

[School websites](#)

#### **GENERAL INFORMATION:**

[PWPSD Acronyms list](#)

[PWPSD Back-to-School Info](#)

[School year calendars](#)

#### **FOLLOW PWPSD:**

In addition to the latest news and emergency notices, all important announcements are shared on PWPSD’s Facebook and Twitter feeds, especially during Internet and website server outages.

Click the icons to follow PWPSD on:

