

PRINCIPAL/SUPERVISOR INFORMATION

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<p>1) Approval process for Core day</p> <p>2) Approval process for EDP</p>	<p>Principal and ECE discuss having an ECE student placement. Principal confirms the Associate On-site Supervisor (ECE) has a minimum of 1 year experience in their position and is performing at a level which would allow them to act as a mentor.</p> <p>Principal should consider the impact of an ECE student in the room on the overall team (e.g. English and French teaching partners) prior to agreeing to a student placement.</p> <p>Principals do not approve student placements in EDP program. Requests for EDP ECE students must be approved by the Supervisor at Early Learning Services.</p>
<p>3) Getting started</p> <ul style="list-style-type: none">• Creating an account	<p>Once approval is granted, the ECE sets up an account with associateteacher.ca (they can choose ECE rather than teacher at the website)</p> <p>ECE will receive an email message to verify their account by clicking a link. The email is instantaneous to their email account. Please check spam folder if the email is not in their regular email. Mark as not spam is in spam.</p>
<ul style="list-style-type: none">• Creating a PROFILE	<p>As part of the set up, the ECE completes a PROFILE of their position. The PROFILE stores information about the language of instruction, and their preferences for students e.g. number of students and time frame available during the year. Only one ECE student will be placed in a class at a time.</p>

<ul style="list-style-type: none"> • Confirmation of Principal/Supervisor approval for placement 	<p>ECE must indicate in their PROFILE they have Principal/Supervisor permission to host</p>
	<p>a student ECE (tick box on PROFILE form).</p>
<p>4) College places a student ECE</p>	<p>Confirmation email to ECE and Principal or Supervisor, indicating placement has been set up</p>
<p>5) Option to print reports</p>	<p>Principal/Supervisor can generate reports in the software indicating ECE student placements. Once the Principal/Supervisor logs into the software, the Principal/Supervisor has access to a HELP menu.</p>