

437 ARRANGEMENTS FOR PROFESSIONAL STAFF SUBSTITUTES

Background

In the absence of a regular classroom teacher, the principal shall be responsible for ensuring that a substitute teacher is secured to instruct classes.

Procedures

1. Teachers desiring to work as a substitute in Division schools, are required to:
 - a. Submit a completed personnel information package to Division Office;
 - b. Be interviewed by a member of the Senior administration team or designate.
2. The Division reserves the right to add or remove an individual from the approved substitute list at any time.
3. Substitute teachers shall:
 - a. Reach the schools to which they have been assigned, if at all possible, at least 15 minutes before the commencement of morning or afternoon classes and sign in at the office.
 - b. Report immediately to the Principal who will direct the substitute teacher to their proper classes. The principal will be responsible for ensuring that specific instructions are provided to the substitute teacher.
 - c. Follow the daily lesson plan provided by the teacher.
 - d. Perform, to the best of their ability, the duties of the teachers for whom they substitute and other general duties as may be assigned by the principal.
 - e. Leave a written statement at the school office or in the day plan of the teacher, of the work accomplished while in charge of instruction.
 - f. Report to the Principal or designate before leaving the school at the end of their day's employment session and sign out at the office.

References

Section 18,33,52,53,196,197,208,222 Education Act
Collective Agreement

History

Developed: August 2003
Amended: May 2020