

SUBSTITUTE TEACHERS

Background

In order to provide a continuous, well-directed educational program for students, the Division approves the hiring of the best-available substitute teachers or study supervisors in the absence of the regular classroom teacher.

Procedures

1. The Superintendent shall cause to be maintained a list of all substitute teachers approved for service to the Division.
 - 1.1 Files on all substitute teachers will be maintained by Division Operations.
 - 1.2 Substitute teachers are expected to file copies of credentials and document any previous teaching experience in the same manner permanent staff must, for salary purposes.
2. Each year principals shall be given a list of all approved substitute teachers, which will be updated periodically. Principals becoming aware of substitute teachers available for work in Division schools are to convey this information to Division Operations.
3. The hiring and deployment of substitute teachers within a particular school is the responsibility of the Principal or designate.
4. Substitute teachers are expected to fit into the organization of the school when they arrive and, in consultation with the Principal, to continue the work and activities which they find in progress.
5. Teachers employed as substitutes must conform as closely as possible to the established routine and discipline procedures of the school. When the Principal expects a substitute to perform non-instructional duties, the substitute shall be informed of this at the time of engagement.
6. Substitute teachers are expected to adhere to the same standards of professional conduct as regular teachers including conforming to the Code of Professional Conduct of the Alberta Teachers' Association.
7. Substitute teachers are required to complete a form in the Leave Management System providing detailed particulars of the period of substitution.
 - 7.1 The Principal will forward all substitute teacher reports to Division Operations.
8. Substitute teachers will be provided with a copy of the Substitute Teachers Handbook by Division Operations, upon registration to teach.

9. Principals provide substitute teachers with the PRSD Substitute Teacher Manual upon arrival at the school.
10. Study Supervisors may be employed if an Alberta certificated teacher is not available for service.
11. When a Principal is aware that a substitute will be required for a period of twenty (20) or more consecutive days in the same teaching assignment, the Principal shall consult with the Director of Human Resources prior to employing the substitute.
12. Teachers making application to be placed on the Division Substitute Teacher List, must have a residence in the geographical boundaries of the Division. Exceptions may be considered for substitutes living outside the geographical area, under special circumstances or for speciality areas of instruction.

Adopted/Revised/Reviewed: JUN 2016/JAN 2017/NOV 2019/JUL 2023

Reference: Section 18, 33, 52, 53, 196, 197, 208, 222 Education Act