



Wild Rose Public Schools

New Substitute Teacher Checklist

2009-2010 School Year

- The Substitute Teacher list is compiled and updated at Division Office and sent out to schools periodically.
- Booking of Substitute Teachers is done directly by the school from the approved list only.
- Substitute Teachers complete a monthly timesheet at each school where they work, and a cheque is issued during the first week of the following month (actual issue date varies). Current daily rate is \$191.62.
- Direct Deposit is **not** available for Substitute Teachers.
- You may be eligible to apply for benefits through ASEBP (Alberta School Board Benefits Plan) - please check their website for more information www.asebp.ab.ca/.

Item	<u>Required to go on Sub List</u>	<u>Required - must follow asap</u>
Cover Letter and Resume Please include address and phone number, names and contact information of three references, and a statement of educational philosophy and beliefs.	✓	
Date of Birth – copy of Birth Certificate preferred	✓	
Social Insurance Number The actual card must be presented and viewed by a Division Office or School Office employee; a photocopy will then be verified and submitted as part of package.	✓	
Valid Alberta Teaching Certificate or Letter of Authority Apply at http://www.education.gov.ab.ca/k_12/teaching/Certification/	✓	
Criminal Record Check Obtain at city police station or RCMP station; must be satisfactory and recent (within six months); Original must be submitted - we can make a copy and return original upon request	✓	
Intervention Record Check Obtain from a Provincial Child Welfare office; must be satisfactory and recent (within six months); not all provinces have this available; check with your local Family and Social Services office. If it is not available in your home province, one can be obtained at an Alberta Family and Social Services office once you are living in Alberta. Original must be submitted - we can make a copy and return original upon request	✓	
Verification of Experience If you have previous experience as a teacher on contract, call and request a Wild Rose Public Schools Verification of Experience form. Verification of teaching experience on other school board forms may be acceptable but an original must be submitted to the Human Resources Supervisor for evaluation. Original(s) must be submitted - we can make a copy and return original upon request		✓ provide evidence of request(s)
Teacher Qualification Statement (TQS) Statement of years of training issued by the Alberta Teachers' Association. Go to www.teachers.ab.ca and follow link for <i>Teacher Salary Qualifications</i> Original must be submitted - we can make a copy and return original upon request		✓ provide evidence of application

In addition to the above, please indicate and/or include:

- **School and grade level preferences** (list of schools available on website)
- **Miscellaneous information:** ie specialties such as French, Music, etc. or specific requirements: 24 hr notice, unavailable certain days, etc.
- Please indicate in your personal information whether or not you are currently receiving from **TRF** (Teachers Retirement Fund).
- If you are receiving a **Canada Pension Plan** retirement pension, you must provide proof (**Notice of Entitlement**) from CPP to our Human Resources Department indicating the start date of your pension.

Submit application package by mail to:

Wild Rose Public Schools Attn: Joanne Lewis
Human Resources Department
4912 – 43 Street
Rocky Mountain House, AB
T4T 1P4

Package may also be sent by fax to (403) 845-4287 or by email to jlewis@wrsd.ca
 (originals, where required, can follow by mail)