

### 418 - 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 in the absence of the regular classroom teacher. The following procedures govern their employment and conduct.

#### Procedures

1. Only those individuals on the Substitute Teacher List will be available for deployment as a Substitute Teacher within Wild Rose School Division. Deployment of substitute teachers within a particular school is the responsibility of the school Principal or his/her designate.
2. Substitute teachers shall be paid in accordance with the prevailing collective agreement between the ATA and the Division.
3. Each year Central Office will prepare and send to the Principals a list of all approved substitute teachers, which will be updated periodically.
4. Substitutes should familiarize themselves with the curriculum for the various grade levels for which they seek employment.
5. Substitutes are expected to fit into the organization of the school when they arrive and to continue the work and activities which they find in progress. This may include the marking of examinations, the issuing of report cards and the preparation of monthly and annual reports.
6. Teachers employed as substitutes must conform as closely as possible to the established routine of the school and perform such extra duties as normally devolve upon the absent teacher.
7. Although the disciplinary problems faced by substitutes may be more difficult than those encountered by regular teachers, it is expected that substitute teachers will exercise firm control.
8. Substitute teachers are expected to adhere to the same standards of professional conduct as regular teachers including conforming to the Code of Ethics of the Alberta Teachers' Association.
9. Substitute teachers are required to fill out a Substitute Teacher Timesheets providing detailed particulars of the period of substitution. The Principal will forward all signed Substitute Teacher Timesheets to the Divisional Office at the end of each month.

1. Prior to being placed on the Substitute Teacher List, all appropriate forms and supporting credentials as outlined in the Forms Manual must be submitted to Division Office.
2. Files on all substitute teachers will be maintained by the Divisional Office. Substitute teachers are required to file copies of credentials including a current Teacher Qualifications Service (TQS) credential, in the same manner as permanent staff.

Reference: Section 100, School Act