

Purpose/Background

Teachers may occasionally be absent from their official duties. Students must have access to continued instruction and supervision. Accordingly, the hiring of qualified substitute teachers is supported.

Procedures

1. The Manager of Human Resources shall maintain a list of approved substitute teachers.
2. The Division will maintain an automated substitute dispatching system to ensure coverage for schools.
3. All substitute teachers must be in possession of a valid Alberta Teaching Certificate in order to be an active substitute teacher available for dispatches.
4. When substitute teachers are deployed, they are responsible to the Principal of the school in which their assignment is located.
5. Teachers requiring a substitute have the following responsibilities:
 - 5.1 Entering their absence in the leave management system, to include any special messages to the substitute, in order that a suitable substitute can be dispatched
 - 5.2 Making appropriate lesson and seating plans available to the substitute teacher.
6. Substitute teachers have the following responsibilities:
 - 6.1 Establishing, and maintaining an atmosphere conducive to learning.
 - 6.2 Supervising student activities as outlined by the absent teacher and/or the Principal.
 - 6.3 Carrying out their duties in accordance with the policies of Alberta Education, the Division and the school.
 - 6.4 Reporting to the Principal or designate upon arrival at the school.
 - 6.5 Carrying out the activities as outlined in the plans prepared by the regular teacher.
 - 6.6 Informing the Principal when lesson plans or appropriate activities have not been made available.
 - 6.7 Providing a written report for the regular teacher, describing significant developments or accomplishments.
 - 6.8
7. Principals have the following responsibilities:
 - 7.1 Providing the substitute teachers with relevant information regarding the operation of the school.
 - 7.2 Providing appropriate support for all substitutes deployed at the school.

- 7.3 Ensuring that teachers file appropriate classroom materials to be provided to a substitute when lesson plans are not immediately available.

8. Unsatisfactory Performance by a Substitute Teacher

- 8.1 The teacher shall inform the substitute teacher of the nature of the complaint, and if the teacher intends to forward the complaint to the Principal then the substitute must be informed, in writing, of the intent.
- 8.2 When a Principal or designate believes the performance of a substitute teacher has been unsatisfactory, a written report shall be filed with the Manager of Human Resources, and a copy provided to the substitute teacher.
- 8.3 When a written report from a Principal indicates a substitute teacher is not to be assigned to their school, the Manager of Human Resources will honour the request.
- 8.4 When written reports from more than one (1) Principal indicate that a substitute will no longer be welcome at their school, the substitute teacher's employment may be terminated by Human Resources.,

Reference:

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