

Administrative Procedure 460

SUBSTITUTE TEACHERS**Background**

The substitute teacher is expected to respect Catholic faith, values and teaching of the Church, to follow a personal life style that is exemplary to students, parents and colleagues both at school and in the community, and to recognize the uniqueness of every student in the school.

The Division expects the substitute teacher to provide a high standard of teaching in a manner which will give optimum benefit to all students in the school.

Procedures

1. In addition to the duties set down for teachers in the School Act and its regulations, substitute teachers shall carry out the duties assigned to them by the Superintendent and the principal and other authorized persons in accordance with the procedures determined by the Division.
2. The substitute teacher is expected to abide by the Code of Professional Conduct of the Alberta Teachers' Association.
3. Applicants for substitute teacher positions must submit a criminal record check and a child welfare information services (CWIS) check.
4. The substitute teacher shall be responsible to the principal of the school in which the temporary assignment is located.
5. The substitute teacher shall be responsible for establishing and maintaining an atmosphere conducive to learning, for guiding and directing the learning process, for making allowance for the differences among students, for communicating effectively with the students, and for supervising student activities as outlined by the absent teacher and/or by the principal or designate.
6. Continuous approval of an individual for substitute services shall be contingent upon the satisfactory performance of the substitute teacher.
7. The Superintendent or designate shall develop and maintain a list of approved substitute teachers. At his discretion, he may limit the number of approved substitute teachers.
8. During recruitment for substitute teachers, teachers who are willing to serve as substitute teachers shall receive, upon request, an information package from the Division office.
9. Substitute teachers shall:
 - 9.1 Whenever possible, arrive at the school to which they have been assigned at least fifteen (15) minutes prior to the opening of school.

- 9.2 Report to the principal and/or designate immediately on arrival. The principal or designate shall ensure that there are sufficient plans and schedules provided to be followed during the teaching day.
- 9.3 Report to the principal and/or designate again before leaving school at the close of the day's session.
- 9.4 Leave a written statement in the daily lesson plan book with the principal or designate of the work accomplished while in charge of the room.
- 9.5 Perform all the duties of the teacher for whom they substitute, such as playground, hall or other general duties as assigned to them by the principal.
- 9.6 Perform, as closely as possible, the duties of regular staff teachers and particularly:
 - 9.6.1 Follow local school policies and regulations;
 - 9.6.2 Carefully keep the daily attendance;
 - 9.6.3 Attempt to carry on the regular class work; and
 - 9.6.4 Attend regular staff meetings called during the period of extended service unless specifically excused by the principal; and
 - 9.6.5 Consult, as appropriate, with the principal or designate before initiating any teaching or procedures not specified in the plans of the absent teacher.

Reference: Section 60, 61, 100, 113 School Act