



SUBSTITUTE TEACHERS

Background

The Division shall employ the best available substitute teachers or instructors in the absence of the regular classroom teacher.

Procedures

1. The Division will maintain a list of all substitute teachers approved for service to the Division. Files on all substitute teachers will be maintained at the Division office. For salary purposes, substitute teachers are expected to file copies of credentials and document any previous teaching experience in the same manner as permanent teachers employed by the Division.
2. Each year, Principals will be provided a list of all approved substitute teachers which will be updated periodically.
3. The deployment of substitute teachers within a particular school is the responsibility of the Principal or designate.
4. In the event the substitute teacher's assignment is cancelled, notice shall be given prior to 6:00 p.m. on the date before the assignment.
5. Substitute teachers shall report to work as directed by the employer and carry out those duties that are assigned to the substitute teacher by the Principal. This may include assigned teaching responsibilities that are, in general, equivalent to the teaching responsibilities of the teacher being replaced.
6. Substitute teachers employed by the Division are expected to be capable and willing to teach in a fully permeated Catholic environment including instructing lessons in religion classes, participating, with staff and students, in faith celebrations and exercises such as daily prayer.
7. Substitute teachers must conform as closely as possible to the established routine and discipline procedures of the school. When the Principal expects a substitute teacher to perform non-instructional duties, the substitute shall be informed of this at the time of engagement.
8. Substitute teachers are expected to adhere to the same standards of professional conduct as regular teachers including conforming to the Code of Professional Conduct for Teachers and Teacher Leaders.
9. If it is known in advance that a substitute teacher will be required for a period of twenty (20) or more consecutive teaching days, the substitute teacher may be employed on a temporary contract.

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