

Administrative Procedures Manual	Administrative Procedure 460
	Substitute Teachers
	APPROVED: September 2013
Page 1 of 3	AMENDED/REVIEWED: March 2016, August 2016, February 2018, April 2020, July 2020, August 2022
LEGAL REFERENCE:	Section 52, 53, 196, 197, 208, 222 Education Act

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 Superintendent or designate shall develop and maintain a list of approved substitute teachers.
2. The Division will maintain a centralized substitute service.
3. Teachers wishing to be considered for the Division Substitute Roster must provide the following:
 - 3.1 An Alberta Teacher Certificate or Letter of Authority.
 - 3.2 A Teacher Qualification Statement.
 - 3.3 Statement of teaching experience from each jurisdiction.
 - 3.4 A Police Information Check and Child Intervention Record Check.
 - 3.5 Evidence of the subjects and grades qualified to teach.
 - 3.6 Cover letter, resume, and two (2) current references.
4. An information package will be made available to teachers requesting placement on the Division Substitute Roster. Prior to receiving their first assignment, substitute teachers will be required to attend an orientation session delivered by Human Resources department staff.
5. When substitute teachers are deployed, they are responsible to the Principal of the school in which their assignment is located. As per the Education Act, the Principal of each school is responsible for the assignment of staff in each school.
6. Teachers requiring a substitute have the following responsibilities:
 - 6.1 Contacting the substitute service as soon as the need occurs.
 - 6.2 Providing specific details of the assignment to support the substitute teacher to prepare appropriately. Details should include, but are not limited to, the date(s) and time (s) required, supervision and other duties assigned to the teacher for that day, and the expected arrival time of the substitute.
 - 6.3 Making appropriate lesson and seating plans available to both the substitute teacher and the principal or designate.
 - 6.4 To work directly with the Principal or designate to secure substitute teacher coverage for periods longer than three consecutive days.

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7. Teachers may request a specific teacher be engaged, but the substitute service has the ultimate responsibility for assigning a teacher on each day.

7.1 Substitutes shall be given 24 hours' notice of the cancellation of a scheduled assignment. Should the Division fail to give 24 hours' notice prior to a cancellation, the teacher will be re-assigned for the day.

8. Substitute teachers have the following responsibilities:

8.1 Establishing, and maintaining an atmosphere conducive to learning.

8.2 Supervising student activities as outlined by the absent teacher and/or the Principal.

8.3 Carrying out their duties in accordance with the policies of Alberta Education, the Division and the School.

8.4 Promptly reporting in person to the Principal or designate upon arrival at the school.

8.5 To notify the Principal prior to the start of the assignment of any additional bookings or conflicts that may impact their assignment at the school.

8.6 Carrying out the activities as outlined in the plans prepared by the regular teacher.

8.7 Informing the Principal when lesson plans or appropriate activities have not been made available.

8.8 Providing a written report each day, before leaving the school, for the regular teacher which appropriately summarizes the significant events of the day.

8.9 Completing the forms provided by the Principal or designate, which are associated with payroll procedures.

9. Principals have the following responsibilities:

9.1 Providing the substitute teachers with relevant information regarding the operation of the school.

9.2 Providing appropriate support for all substitutes deployed at the school.

9.3 To provide adequate notice to the substitute in the event a change is required from the assignment as presented by the automated dispatch system.

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

9.5 To support, to the greatest extent they are able, substitute teachers on half-day assignments to be able to accept bookings at other sites for the rest of the day.

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10. Unsatisfactory Performance by a Substitute Teacher

- 10.1 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.
- 10.2 When a Principal or designate believes the performance of a substitute teacher has been unsatisfactory, a written report shall be filed with the Superintendent or designate, and a copy provided to the substitute teacher.
- 10.3 When a written report from a Principal indicates a substitute teacher is not to be assigned to their school the Principal must first meet with the substitute teacher to inform them of the decision. The substitute teacher will honour the request.