

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 460
SECTION:	RELATIONS		
PROCEDURE:	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. The approval of substitute teachers is the responsibility of the Director or designate.
2. The deployment of substitute teachers within a particular school is the responsibility of the Principal or designate.
3. Substitute teachers shall be paid in accordance with the prevailing collective agreement.
4. Each year Division Office will prepare and send to the principals a list of all approved substitute teachers, which will be updated periodically.
5. Substitutes are to familiarize themselves with the curriculum for the various grade levels for which they seek employment.
6. Substitutes are to arrive at the school to which they are assigned at least fifteen (15) minutes prior to commencing teaching. They are to report to the Principal immediately on arrival. The Principal will instruct the substitute on the duties to be performed.
7. 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.
8. 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 (e.g. recess supervision).
9. 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.
10. 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 Saskatchewan Teachers' Association.

11. Substitutes are to report to the Principal before leaving school at the close of the day's session. They are to leave a written statement with the Principal of the work accomplished while in their charge.
12. Substitute teachers are required to fill out forms providing detailed particulars of the period of substitution. The Principal will forward all signed substitute teacher reports to Division Office at the end of each month.
13. Files on all substitute teachers will be maintained by Division Office. Substitute teachers are required to file copies of credentials, including a copy of the teacher's Saskatchewan certification.

Reference: Sections 85, 87, 108, 109, 175, 231 Education Act

Date Issued: November 21, 2007