



HUMAN RESOURCES MANAGEMENT 27 – Substitute Teachers

Date: May 13, 2003 Revised: Jan. 12, 2010 Responsible Administrator: Assoc. Superintendent; HR

1.0 RATIONALE

Substitute teachers are hired to ensure that the student learning function is not interrupted whenever the regular teacher is absent.

2.0 PROCESS

The Associate Superintendent, Human Resources is responsible for this Administrative Practice.

3.0 GUIDELINES

- 3.1 Substitute teachers, to replace teachers temporarily absent from their duties, shall be engaged according to the process outlined.
- 3.2 Prior to engaging a substitute teacher, the substitute teacher will provide a police check for his/her file to ensure the security of the students and staff.
- 3.3 All substitutes are engaged through the Central Substitute Services Coordinator. Phone calls to the substitutes are normally made between 6:30 and 7:30 a.m.
- 3.4 Principals/teachers may request preferred substitutes for their schools, however, principals/teachers are not to contact substitutes directly.
- 3.5 Principals who have concerns about the performance of a substitute should advise the substitute and the Deputy Superintendent.

References: *Board Policy: E/1/3 Substitute Teachers*