

Administrative Procedure 452

Human Resources

RESPONSIBILITIES OF SUBSTITUTE TEACHERS

BACKGROUND

The charter board recognizes the need to provide continuous instruction to students and endorses the employment of substitute teachers for such a purpose.

DEFINITIONS

Substitute Teacher

An individual possessing a valid Alberta teaching certificate employed on a day-to-day basis without a written contract of employment.

PROCEDURES

1. Human resources shall hire all substitute teachers for the board.
 - 1.1 The principal shall select a substitute teacher where the vacancy is anticipated to be less than five (5) days.
 - 1.2 The principal shall inform human resources if a substitute teacher is to be hired in the same position for five (5) or more consecutive days.
 - 1.3 The duties and responsibilities of the substitute teacher shall include all those tasks associated with the instruction of students in the absence of a regular classroom teacher including:
 - 1.3.1 demonstrating enthusiasm and a positive attitude toward teaching;
 - 1.3.2 following and, if necessary, adapting lesson plans provided by the classroom teacher in an appropriate manner;
 - 1.3.3 preparing lesson plans where appropriate;
 - 1.3.4 using appropriate teaching strategies, methods of presentation and techniques to motivate students to meet lesson plan requirements;
 - 1.3.5 maintaining and/or developing class rules, procedures, routines and consequences as required to promote a safe, orderly learning environment;
 - 1.3.6 making use of the services and supports in the school;
 - 1.3.7 assessing student work and progress, as required, and providing feedback to students and the classroom teacher;
 - 1.3.8 keeping accurate attendance records;
 - 1.3.9 maintaining an accurate record of the events of the day and providing a written record for the classroom teacher;
 - 1.3.10 carrying out the classroom teacher's supervisory duties as directed by the principal;
 - 1.3.11 carrying out other professional duties assigned by the principal when the classroom teacher's preparation periods appear on the timetable;
 - 1.3.12 leaving the classroom in order;
 - 1.3.13 maintaining an appearance appropriate to the teaching activity;

- 1.3.14 arriving at the school in sufficient time to prepare for the day's assignment – minimum 15 minutes before the start of class and 15 minutes after school ends; and
- 1.3.15 reporting to the school office to complete the appropriate forms, obtain the information package for substitutes and to leave information for the classroom teacher.

Cross Reference: *Education Act*
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