

Administrative Procedure 452

Human Resources

RESPONSIBILITIES OF SUBSTITUTE TEACHERS

BACKGROUND

Westmount Charter School (WCS) recognizes the importance of providing continuity of learning and maintaining a safe and caring environment that fosters respectful and responsible behaviours when regular teachers are absent. Substitute teachers play an important role in supporting student learning, well-being, and the effective operation of the school.

Substitute teachers are expected to uphold the professional responsibilities of the teaching profession, demonstrate professional judgment, support the education programming, and meet the needs of students within the school community.

DEFINITIONS

Substitute Teacher

An individual who holds a valid Alberta teaching certificate and is employed on a day-to-day basis without a written contract of employment to replace an absent teacher.

PROCEDURES

1. Employment of Substitute Teachers
 - 1.1 Human Resources shall recruit, screen, and hire substitute teachers for the Charter Board.
 - 1.2 The Principal or designate shall arrange for a substitute teacher when the anticipated absence is fewer than five (5) consecutive teaching days.
 - 1.3 The Principal shall notify Human Resources when a substitute teacher is expected to serve in the same assignment for five (5) or more consecutive teaching days.
2. Professional Responsibilities
 - 2.1 Substitute teachers shall comply with:
 - 2.1.1 The *Education Act*;
 - 2.1.2 The Teaching Quality Standard (TQS);
 - 2.1.3 Charter Board policies and Administrative Procedures; and
 - 2.1.4 School procedures and expectations.
 - 2.2 Substitute teachers are expected to maintain professional and ethical conduct and exercise professional judgment in all interactions with students, staff, parents/guardians, and members of the school community.
 - 2.3 Substitute teachers shall maintain the confidentiality of student, family, and employee information in accordance with applicable privacy legislation and Board procedures.
3. Instructional Responsibilities
 - 3.1 Substitute teachers shall:
 - 3.1.1 Demonstrate professionalism, enthusiasm, and a positive attitude toward teaching;

- 3.1.2 Implement the lesson plans and instructional activities provided by the classroom teacher whenever possible;
 - 3.1.3 Exercise professional judgment and adapt instructional activities as necessary to meet student needs and respond to unforeseen circumstances;
 - 3.1.4 Prepare instructional activities or lesson plans when required and appropriate;
 - 3.1.5 Use effective instructional strategies and classroom practices that promote student engagement and learning;
 - 3.1.6 Support inclusive learning environments that recognize and respond to the diverse learning, social-emotional, and educational needs of students while fostering respectful and responsible behaviours;
 - 3.1.7 Maintain accurate attendance records and complete other required documentation;
 - 3.1.8 Assess student work and provide feedback to students and the classroom teacher when appropriate; and
 - 3.1.9 Leave written information for the classroom teacher regarding instructional activities, student progress, attendance concerns, behavioural issues, and other significant events.
4. Safe and Caring Learning Environment and Student Supervision
- 4.1 Substitute teachers shall:
 - 4.1.1 Establish and maintain a safe and caring environment that fosters and maintains respectful and responsible behaviours;
 - 4.1.2 Implement classroom routines, expectations, and behaviour supports established by the classroom teacher or school;
 - 4.1.3 Support positive student behaviour and reinforce school expectations for respectful and responsible conduct;
 - 4.1.4 Supervise students in accordance with assigned duties and school expectations;
 - 4.1.5 Carry out supervision responsibilities assigned by the Principal or designate;
 - 4.1.6 Seek assistance from school administration or designated staff when student safety, well-being, or behavioural concerns arise; and
 - 4.1.7 Support student well-being and respond appropriately to student medical, safety, or emergencies in accordance with school procedures.
5. School Operations
- 5.1 Substitute teachers shall:
 - 5.1.1 Report to the school office upon arrival to sign in, receive necessary information, and review applicable school procedures;
 - 5.1.2 Review emergency procedures, safety protocols, student medical alerts, and supervision expectations as provided by the school;
 - 5.1.3 Arrive sufficiently in advance of the instructional day to prepare for assigned responsibilities, with a minimum expectation of fifteen (15) minutes before the start of the instructional day and remaining fifteen (15) minutes after the instructional day ends;
 - 5.1.4 Remain at the school until the completion of assigned duties or as directed by the Principal or designate;

- 5.1.5 Leave classrooms, instructional spaces, and materials in an orderly condition;
- 5.1.6 Utilize available school resources, supports, and personnel as appropriate; and
- 5.1.7 Complete required forms, records, and documentation before leaving the school.

6. Additional Duties

- 6.1 When preparation periods occur during the assignment, substitute teachers may be assigned other professional duties by the Principal or designate that are consistent with the instructional and supervisory responsibilities of the position.
- 6.2 Substitute teachers shall perform other reasonable duties assigned by the Principal or designate that support the safe and effective operation of the school.

Cross Reference: *Education Act*
Teaching Quality Standard (TQS)
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