



ADMINISTRATIVE POLICY NO. 510

IMPLEMENTATION FALL 2008

SUBSTITUTE TEACHERS

It is the desire of Prairie Spirit School Division to provide the best qualified substitute teachers to meet the needs of the students who are entrusted to our care. Substitute teachers are an integral part of our Division's education program, and the position requires responsibility for our students and student learning. The hiring of substitute teachers requires flexibility at the school level so that the learning needs of the students can be met in the best way possible. Furthermore, flexibility is needed related to the hiring of substitute teachers where we have communities in close proximity to the city of Saskatoon with greater availability of substitute teachers and communities a greater distance from the city of Saskatoon that makes the hiring of substitute teachers more challenging.

PROCEDURES

1. Division Hiring

- a. The school division shall maintain a roster of approved and eligible substitute teachers available in schools.
- b. In an effort to safeguard the well-being of our students, substitute teachers will have completed an application process, and have been approved by Human Resources. The application process includes a review of employment history, references, and a criminal records check.
- c. Only those substitute teachers approved and eligible are available for school-based hiring.

2. School-Based Hiring Procedures

- a. In-school administration is responsible for substitute teachers and substitute teachers are responsible for in-school administration.

- b. The decision regarding the process of hiring substitute teachers by in-school administration or the professional staff is a collaborative decision involving in-school administration and professional staff, recognizing the diversity of school locale situations and student needs in Prairie Spirit School Division.

3. *In-School Administration Guidelines*

- a. In-school administrators are to ensure communication processes internal to the school are in place with school-based staff regarding the attendance of substitute teachers.
- b. In-school administrators are to monitor substitute teachers and communicate appropriate feedback to the substitute teacher and to Human Resources
- c. At the discretion of the in-school administrator, substitute teachers are to perform the duties of the teachers they are replacing or perform other duties assigned by the in-school administrator.

4. *Teacher Guidelines*

- a. It is important for in-school administration to be aware of teachers when they are absent and when substitute teachers are in attendance with students in the school. Therefore, a teacher who is absent must notify the school-based administration.
- b. Teachers are to follow the communication processes internal to the school regarding their absence and the attendance of substitute teachers.