

Administrative Procedures

AP-510	Date of implementation: Fall 2008
	Date of update: April 18, 2019
SUBSTITUTE SCHOOL-BASED STAFF	Related Administrative Procedures:

Purpose: To ensure the best qualified substitute teachers and school-based support staff are retained to meet the learning needs of the students who are entrusted to our care regardless of location.

Procedure:

1) Division Hiring

- a) All applications for employment as a substitute teacher or other substitute support employee will be submitted online. The approval process of the application includes a review of employment history, references and a criminal records check. Approval for substitute teachers will also include an interview.
- b) Substitute teacher interviews are held throughout the school year.
- c) All substitute teachers must be registered with the Saskatchewan Professional Teachers' Regulatory Board (SPTRB). Only those substitute teachers approved, certified and registered with the SPTRB are eligible for school-based hiring.

2) School-Based Hiring Procedures

- a) Teachers and school-based employees will engage a substitute employee using the automated substitute placement system.
- b) The engagement of substitute staff shall be monitored by the in-school administrator and reported to Payroll and Human Resources through the use of the automated attendance management and substitute placement system.
- c) If the school is unsuccessful in securing a substitute employee, the in-school administrator may contact the following for advice:
 - Substitute Caretakers: Maintenance Supervisor, Facilities
 - Substitute Teachers, Administrative Assistants and Educational Assistants: Human Resources Assistant

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 employees in their school.
- b) In-school administrators are to monitor substitute teachers and substitute support staff and communicate appropriate feedback to the substitute employee and to Human Resources.
- c) At the discretion of the in-school administrator, substitute employees are to perform the duties of the staff they are replacing or perform other duties assigned by the in-school administrator.

4) Employee Guidelines

- a) It is important for in-school administration to be aware of employees who are absent and when substitute employees are in attendance with students in the school. Therefore, an employee who is absent must notify the in-school administrator, as soon as possible, either in person, by e-mail, text or phone call followed by the electronic attendance management system regarding the absence and the attendance of substitute teachers.

References:

[Saskatchewan Professional Teachers Regulatory Board - Certification](#)

[Online Application for Substitute Employees](#)