



AP 2-122 – ARRANGEMENTS FOR CLASSROOM TEACHER SUBSTITUTES

Western School Division recognizes the need to provide continuous instructional service to students. When a regular classroom teacher is unable to discharge their assigned duties, the Superintendent authorizes the employment of a substitute teacher.

Arrangements for obtaining classroom teacher substitutes are the responsibility of the principal of the school.

Teachers shall make every attempt to provide advance notice of absences to the principal to facilitate uninterrupted service for students.

The teacher informs the principal as early as possible of the date of return to duties to prevent a substitute reporting for duty unnecessarily.

Individuals wishing to provide service as substitute teachers apply to Human Resources and are interviewed before being approved to be a substitute teacher.

A list of individuals approved to serve as substitute teachers is updated as necessary.

A principal or designate selects only those individuals as substitute teachers whose names appear on the approved list.

Every attempt is made to engage duly certified people as substitute teachers. A non-certified person may only be engaged when it has been determined that a suitable certified person is not available.

The classroom teacher is responsible to provide "Program Plans" which enable a substitute teacher to carry out an appropriate teaching assignment. In most instances, "Lesson Plans" should also be provided. In those instances when "Lesson Plans" are not provided by the classroom teacher, the principal is responsible for providing instructional plans for the substitute teacher.

The principal is responsible to acquaint the substitute teacher with appropriate school and Divisional policies, regulations and practices and to provide assistance to the substitute as required during the assignment.

The principal is responsible to evaluate substitute teachers in their school. Should a substitute teacher's service be unsatisfactory, the principal shall notify Human Resources.

Adopted: August 2015