

Administrative Procedure 460

SUBSTITUTE TEACHERS

Background

In order to provide a continuous, well-directed educational program for students, the Superintendent approves the deployment of the best-available substitute teachers in the absence of the regular classroom teacher. The following procedures govern their deployment and conduct.

Procedures

1. The deployment of substitute teachers within a particular school is the responsibility of the Principal or designate.
2. Substitute teachers shall be paid in accordance with the prevailing collective agreement between the ATA and the Division.
3. Each year Division Office will prepare and send to the Principals a list of all approved substitute teachers, which will be updated periodically.
4. Substitute teachers must be selected from the approved list.
5. Substitute teachers must familiarize themselves with the curriculum for the various grade levels for which they seek employment.
6. Substitute teachers are expected to fit into the organization of the school when they arrive and to continue the work and activities which they find in progress.
7. Substitute teachers must conform as closely as possible to the established routine of the school and perform such extra duties as normally assigned to the absent teacher.
8. Although the disciplinary problems faced by substitute teachers may be more difficult than those encountered by regular teachers, it is expected that substitute teachers will exercise firm control.
9. Substitute teachers are expected to adhere to the same standards of professional conduct as regular teachers including conforming to the ATA Code of Professional Conduct.

10. Days worked by substitute teachers are entered into Atrieve by the school and approved by the Principal.
11. Personnel files on all substitute teachers will be maintained by the Division Office. Substitute teachers are required to file copies of credentials including a current Teacher Qualifications Service (TQS) credential, in the same manner as permanent staff.

Reference: Education Act 196, 197, 198, 208, 222 NGPS Substitute Teacher Application	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.