

CLASSROOM SUPERVISORS

Background

HPSD authorizes the employment of non-certified Classroom Supervisors to accommodate a teacher absence or to enhance the subject matter by providing specific knowledge and skills while under the direct supervision of a certificated teacher.

Procedures

1. General

- 1.1. In the absence of a certificated substitute teacher to address a teacher's absence, a Principal may secure short-term coverage using a Classroom Supervisor. The Principal is responsible for obtaining the services of a Classroom Supervisor and will direct the supervisor regarding duties.
- 1.2. The Principal shall obtain the services of a Classroom Supervisor from the list of approved support staff substitutes maintained by the Human Resources Department and in consultation with the Assistant Superintendent and Human Resources Manager.
- 1.3. A Classroom Supervisor will only undertake activities planned by a certified teacher.
- 1.4. Classroom Supervisors will not be assigned those activities identified as high risk as per the offsite activity handbook.
- 1.5. Classroom Supervisors will receive remuneration at the prevailing rate established by the Board.

HPSD Form

[Administrative Form 420 – Substitute Support Staff Application](#)

References

Education Act, Sections 53(1) and 221(1)