

SUBSTITUTE TEACHERS

Background

HPSD recognizes the need to provide continuous instructional service to students. When a regular classroom teacher is unable to discharge duties, HPSPD authorizes the employment of a substitute teacher.

Definitions

Substitute teacher - an individual possessing a valid Alberta Teaching Certificate and who is employed in a position for a period of less than 20 consecutive days for the same teacher.

Procedures

1. Application and Approval Procedures

- 1.1. Individuals wishing to provide service as substitute teachers must make application to Human Resources using *Administrative Procedure Form 419 – Certified Substitute Teacher Application*.
- 1.2. Prior to the hiring of a substitute teacher, the Assistant Superintendent will review the application package and make a determination in regard to accepting the application.
- 1.3. The Learning Support Centre will ensure all appropriate payroll forms are completed and the successful applicant is properly trained on HPSPD's Employee Self Services mechanism that is used to book substitute teaching days.
- 1.4. Through the course of teacher supervision, if the Principal finds the substitute teacher to be unsatisfactory, the Principal will provide the substitute teacher feedback and direction in accordance with professional obligations. If these efforts do not produce the necessary improvement in professional practice the Principal will contact the Assistant Superintendent to take the appropriate action.

2. Assignment and Duties

- 2.1. A substitute teacher shall be selected based on comparable training and expertise related to the subject/class being served, and past performance within the school.
- 2.2. It is the regular classroom teacher's responsibility to provide appropriate lesson plans for the substitute teacher.
- 2.3. The Principal shall acquaint the substitute teacher with appropriate school and HPSPD policies, administrative procedures, regulations, and practices.

HPSPD Forms

[Administrative Form 419 – Certified Substitute Teacher Application](#)