

Administrative Procedure 460

REPLACEMENT TEACHER ROSTER

Background

The Division recognizes the unique nature of substitute teaching and considers replacement teachers an integral part of its Division personnel. The service provided by our replacement teachers ensures continuity in the classroom and a strong tradition of exemplary Catholic education. It is understood that all replacement teachers will be welcomed to their assignment in Division schools.

Procedures

Principals are expected to:

1. Ensure that teachers report their absences in the Absence Management System as early and as quickly as possible. In addition to contacting the Principal or designate, teachers are to report in the system:
 - 1.1 Special instructions;
 - 1.2 Subjects and levels taught;
 - 1.3 Parking stall number, where applicable.
2. Welcome replacement teachers at the beginning of their assignment.
3. Make available to replacement teachers (file to be accessible to replacement teacher upon arrival):
 - 3.1 Detailed lesson plans for all classes and school timetable; this can be provided electronically, including log in access to internal systems;
 - 3.2 Supervision assignments as required;
 - 3.3 Seating plan for each class;
 - 3.4 Direction regarding emergency procedures (including fire and lockdown), map of the school and special events are to be posted by the administration on the Absence Management System;
 - 3.5 Information regarding any unique school operations and procedures;
 - 3.6 Keys as necessary;
 - 3.7 An administrative contact;
4. Introduce the replacement teacher to staff and students.
5. Communicate other expectations as required.

6. Replacement teachers are to follow the schedule of the teacher they are replacing. Any adjustments to the schedule will be reasonable and in accordance with normal changes that may occur to the regular teacher's schedule and will be explained to the replacement teacher by the Principal or designate upon request.
7. Replacement teachers are encouraged to provide feedback to the Principal regarding the teaching experience at the school.
8. It is required that all replacement teachers wear a Division ID card provided by the school.
9. All issues and/or concerns regarding replacement teachers must be reported immediately to the replacement teacher and a copy of a written summary of the concerns emailed to the Staffing Manager – Certified, Human Resource Services.

Adopted: June 30, 2017
Reviewed/Revised: February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 208, 222
Collective Agreement