

SUBSTITUTE TEACHERS

Background

The Division believes that it is necessary to hire qualified personnel to perform the duties of substitute teaching.

Procedures

1. All teachers wishing to apply for substitute teaching positions must make written application on the specified form, to the office of the Superintendent.
2. Applicants for substitute teaching positions must submit evidence that they have the proper teaching credentials for the province of Alberta.
3. The following documentation is required prior to being added to the Substitute Teaching List (forms can be located on LRSD's website): <https://www.lrsd.ca/careers>
 - a. Recent resume including a list of references and telephone numbers
 - b. Photocopy of current Alberta Teaching Certificate
 - c. Final Student Teacher Reports / Evaluations by cooperating teachers and transcripts (new teachers which have graduated within past five years)
 - d. Criminal Record Check and Child Intervention Check
 - e. Staff Information Gathering and Consent Form (FOIPP)
 - f. Direct Deposit Form or Void Cheque
 - g. TD1 forms
 - h. Staff Network Responsible Use Agreement

Additional information required but not imperative prior to subbing:

- a. Original copy of Teachers' Qualification Service Evaluation. If you do not have a copy you must apply to the Alberta Teachers' Association, www.teachers.ab.ca – Teacher Salary Qualifications.
 - b. Certificate of Teaching Experience – to be completed and forwarded by former employers.
4. Teachers will be placed on the substitute teaching list only after formal approval is received from the office of the Superintendent, or designate.
 5. Principals shall only employ substitute teachers who have been approved by Division Office and are on the most current substitute teacher list.
 6. Principals are responsible for ensuring that substitute teachers are given proper orientation to the school's policies and procedures.

7. After the initial application and approval by the Superintendent, or designate, the Superintendent's, or designates office will require each substitute teacher to register with the school division's automated substitute dispatch system.

December, 2003

Updates: July 2011, October 2015, January 2020

References

Section 18, 33, 52, 53, 196, 197, 208, 222 Education Act