
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: GCE
Policy Title: Substitute Teachers
Cross Reference: GCAG
Legal Reference:
Adoption Date: February 26, 1997
**Amendment or Re-
affirmation Date:** September 28, 2020

POLICY

THE BOARD OF TRUSTEES OF THE HORIZON SCHOOL DIVISION BELIEVE THAT COMPETENT AND QUALIFIED TEACHERS SHOULD BE EMPLOYED TO PERFORM THE DUTIES OF A SUBSTITUTE TEACHER IN SCHOOLS. WHEN CERTIFIED TEACHERS ARE NOT AVAILABLE FOR SUBSTITUTE TEACHING, COMPETENT AND QUALIFIED CLASSROOM SUPERVISORS MAY BE EMPLOYED TO PERFORM THE DUTIES OF THE SUBSTITUTE TEACHER.

DEFINITIONS

Substitute Teachers: certificated teachers

Classroom Supervisors: a non-certified individual assigned to supervise students when a certified teacher is not available for services. Described by Type A-B

- 1.1. Type A – Individuals must hold a minimum of two (2) years of post-secondary education from a recognized college and/or university, and/or five (5) years of experience working in the school/classroom setting (with a minimum fifty (50) day worked per year), within the last ten (10) years.
- 1.2. Type B - Individuals must have a high school diploma (GED does not qualify).

GUIDELINES

1. The school administration is responsible to ensure that suitable teachers are hired to replace an absent teacher and make every effort to see that the Substitute Teachers have been fairly selected.
2. The continuous learning and well-being of students, in the absence of the regular teacher, is the main criteria in substitute teacher selection.
 - 2.1. Classroom Supervisors (Types A - B) may be hired when Substitute Teachers are unavailable that day.
 - 2.1.1. Classroom Supervisors may not be offered multi-day assignments.
 - 2.1.2. Type B replacement Classroom Supervisors may be utilized when Type A are unavailable.
 - 2.1.3. Type B replacement Classroom Supervisors shall not be used in Grades 10-12.
 - 2.2. A Classroom Supervisor must be supervised by a school administrator, or designate, on a regular basis throughout the day and not placed in learning environments where the activity poses increased risk to student safety.
3. Substitute Teachers and Classroom Supervisors are encouraged to attend division professional development activities at their own expense.
4. Schools are encouraged to develop a handbook for Substitute Teachers and Classroom Supervisors.

**Horizon School Division
Policy GCE: Instructional Replacement Personnel Cont'd**

REGULATIONS

1. The school administration is responsible for:
 - 1.1. ensuring Substitute Teachers and Classroom Supervisors have been approved by Division Office;
 - 1.2. ensuring teachers prepare adequate lesson plans and classroom instructions for Substitute Teachers;
 - 1.3. ensuring teachers report their absence and identify their replacement as per jurisdiction procedures;
 - 1.4. ensuring Substitute Teachers and Classroom Supervisors are given proper orientation to the school including its policies and procedures.
 - 1.5. notifying central office if there are concerns about Substitute Teacher or Classroom Supervisor competence;
2. Substitute Teachers and Classroom Supervisors are responsible for:
 - 2.1. signing up on the Substitute Teacher or Classroom Supervisor list at central office and providing necessary documentation as requested
 - 2.2. reaching the school at least 15 minutes before their duties commence;
 - 2.3. reporting directly to the school administration who will provide information regarding the day's assignment;
 - 2.4. recording student attendance;
 - 2.5. completing recess, noon-hour, and after school supervision as assigned by school administration;
 - 2.6. providing notes on the plan about progress of the students and other observations;
 - 2.7. reporting back to the school administration at the conclusion of the day;
 - 2.8. Assume other duties as assigned by the Principal.
3. Classroom Supervisors shall:
 - 3.1. Review the substitute plans and discuss their role in the office with the principal, or designate;
 - 3.2. Provide the instructions left to students from the classroom teacher and use the examples and processes provided;
 - 3.3. Seek assistance/advice from the School Administrator(s) about student disciplinary action;
4. Classroom Supervisors shall not
 - 4.1. instruct curriculum;

Horizon School Division
Policy GCE: Instructional Replacement Personnel Cont'd

- 4.2. plan lessons;
 - 4.3. alter the teachers lesson plans;
 - 4.4. supplement the teacher's lesson plans with additional resources;
 - 4.5. assess student learning;
 - 4.6. provide information to parents;
5. The absent teacher shall be responsible to:
- 5.1. provide suitable daily plans for the substitute teacher; and
 - 5.2. provide information such as class lists, seating plans, classroom rules and regulations and specialized instructions for specific students. (eg. Diverse Needs, Medical Conditions).
 - 5.3. follow up with the Substitute Teacher or Classroom Supervisor as required.
6. Central office will be responsible for:
- 6.1. keeping current files for individual Substitute Teacher and Classroom Supervisor; and
 - 6.2. providing schools with up-to-date Substitute Teacher and Classroom Supervisor lists.
7. Applying for Substitute Teacher or Classroom Supervisor
- 7.1. All individuals wishing to apply for Substitute Teacher and Classroom Supervisor positions should consult the Horizon Substitute Employee Guide, contact the Human Resource department and must complete and submit the appropriate Substitute Teacher or Classroom Supervisor application and required documentation (available online at www.horizon.ab.ca).
 - 4.1.1. All applicants must submit a recent Criminal Record and Child Welfare Check.
 - 4.1.2. All applicants must submit proper academic credentials.
 - 4.1.3. Substitute teacher applicants must submit evidence that they have the proper teaching credentials for the Province of Alberta.
 - 7.2. Successful applicants will be notified upon being approved by Division Office.
 - 7.3. Classroom Supervisors are required to complete a paid orientation program and may be asked to shadow a classroom teacher for a period of time.