



Employment and Duties of Substitute Teachers

A. Substitute Teachers Contact Process

To ensure vacancies are filled in a timely, fair, and compliant manner, priority shall be given to certified teachers, with equitable rotation applied among all available substitutes. The following process is to be followed:

1. **Certified substitutes**

Schools must first contact certified substitute teachers in accordance with Manitoba Education requirements and division expectations.

2. **Equitable rotation**

Apply a fair and consistent rotation through all available substitutes on the school's list to comply with Policy 203A (Equal Opportunity for Employment). Maintain brief records of who was contacted, when, and the response (accepted/declined/no answer).

3. **Non-certified substitutes**

If reasonable attempts to fill the vacancy with certified substitutes are unsuccessful, contact non-certified substitutes on your school's list, continuing to follow equitable rotation and documenting all attempts.

4. **Expanding the search (within approximately 30 minutes' travel)**

If the vacancy remains unfilled after the above steps, review the substitute lists of nearby schools within approximately a 30-minute radius and contact suitable substitutes on those lists.

a. If a substitute from another school's list accepts the assignment, email the Executive Assistant and Payroll personnel the same day with:

- o Substitute's full name and contact information
- o Date(s) and school of the assignment
- o Certification status (certified or non-certified)
- o Any other relevant details required for verification and setup

5. **Escalation**

If the vacancy remains unfilled after completing the above steps, contact Senior Administration (Superintendent and/or Assistant Superintendent) for assistance and guidance.

B. Employment of Substitute Teachers:

The Park West School Division Board of Trustees authorizes the Superintendent/CEO or their designate to employ substitute staff as required.

In fulfilling this expectation the Superintendent/CEO or designate shall:

1. Annually advertise for substitutes for the schools of the Division.
2. Receive applications through the Division Office.
3. Verify the candidates' Criminal Record and Child Abuse Registry checks.
4. Distribute and update the substitute list as needed to the secretaries and principals of the division for use in the employment of substitute teachers.



C. Substitute Teacher List

The substitute teacher list will be maintained by the Executive Assistant. Substitute teachers will only be added to the list once they have fulfilled all of the necessary conditions of employment including providing the division with a current Criminal Record check and a current Child Abuse Registry check (AP:200A). The list will be reviewed every August and substitute teachers that did not sub within the division during the previous school year will automatically be removed.

Uncertified substitute teachers that sub within the division for more than fifteen (15) consecutive days or twenty (20) aggregate days throughout the school year will be required to obtain a Limited Teaching Permit. The division will notify the uncertified substitute teacher when a permit is required. The uncertified substitute teacher will be responsible for completing the permit and obtaining any necessary supporting documentation that the permit requires. Failure to do so will result in suspension of employment with the division. For more information regarding Limited Teaching Permits please contact the division office.

D. Duties of Substitute Teachers:

Substitute teachers shall perform all the duties of the teachers for whom they are substituting and shall observe the regulations and procedures applicable to the teachers on regular staff.

Teachers shall ensure that adequate lesson plans, seating plans and instructions are available at any time when it is necessary for a substitute teacher to take over the regular work of the teacher.