



Employment and Duties of Substitute Teachers

A. Employment of Substitute Teachers:

The Park West School Division Board of Trustees authorizes the Superintendent/CEO or his/her 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.

B. 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 didn't sub within the division during the previous school year will automatically be removed.

Uncertified substitute teachers that sub within the division for more than five (5) consecutive days or ten (10) 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.

C. 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.