

SUBSTITUTE PROFESSIONAL STAFF PROCEDURE

- (1) Qualified individuals who want to be considered for substitute teaching must make application to the assistant superintendent of human resources. The documentation and references will be reviewed and validated before being approved.
- (2) The human resources department will provide updated lists of approved substitute teachers on a continual basis online.
- (3) Anyone booking a substitute will contact only individuals who are currently on the approved list.
- (4) All exceptions must be approved by the assistant superintendent of human resources.
- (5) The school administrator or designate has the responsibility to inform the substitute of any relevant policies and procedures.
- (6) Each classroom shall have a substitute manual available. This manual should include:
 - (a) general instructions for the substitute teacher;
 - (b) class lists;
 - (c) attendance forms;
 - (d) seating plan(s) for all classes;
 - (e) substitute report form;
 - (f) class timetable;
 - (g) emergency exits;
 - (h) special procedures and instructions related to students with special or medical needs.
- (7) The school administrator has the responsibility to monitor substitutes in his/her school. In case of unsatisfactory performance, the school administrator shall notify the assistant superintendent of human resources in writing on the Substitute Staff Feedback form (GCG-E/GDGB-E). Whenever possible, the school administrator will communicate his concerns to the substitute.
- (8) Substitutes who receive two written complaints will meet with the assistant superintendent of human resources.
- (9) If a substitute receives a third complaint, the substitute will be removed from the approved list.

Effective Date:	April 20, 2004	Review Date:
Amended Date:	September 18, 2018	
Board Motion(s):	250/04;194/18	
Legal/Cross Reference:	GCG-E/GDGB-E Substitute Staff Feedback Form	
