



DUTIES AND RESPONSIBILITIES OF SUBSTITUTE TEACHERS

Background

Board Policy 1: Board Mandate, Mission, Vision, Values, and Goals states that the mandate of the Board of Trustees of the Holy Spirit Roman Catholic Separate School Division is to provide the children and parents with a complete offering of learning opportunities delivered within the context of Catholic teachings and tradition. From time to time, the division employs substitute teachers to deliver lessons and learning opportunities during the absence of the regularly assigned teacher. Substitute teachers are required to provide a high standard of teaching to the students in the absence of the teacher.

Procedures

The substitute teacher is responsible to the Principal for:

1. Abiding by the Code of Professional Conduct of the Alberta Teacher's Association. Upholding the mission and vision of Catholic Education as specified in the Marks of an Excellent Catholic Educator and other divisional documents.
2. Application Process and Removal Process
3. Being compliant with all documentation, training and permissions that are required of other certificated staff (OH&S, Digital Use, etc.).
4. Knowledge of relevant administrative procedures, duties, and expectations as outlined in the substitute teacher handbook.
5. Arriving at the school to which they have assigned at least 15 minutes prior to school opening if at all possible.
6. Reporting to the school office immediately upon arrival to receive instruction and school materials (technology, keys, etc.) on the duties to be performed.
7. Reporting to the school office before leaving the school at the close of the instructional day and returning any borrowed materials and equipment.
8. Leaving a written statement for the teacher outlining the work accomplished during the day.
9. Performing all of the duties of the teacher for whom they acted as the substitute

including:

- 9.1 Supervision of students as assigned.
 - 9.2 Keeping the daily attendance.
 - 9.3 Attending any meeting called during the period of service unless excused by the Principal.
10. Remaining at school in the event of a school emergency until authorized by the Principal to leave.

References **Alberta Teachers' Association Handbook: Duties of a Substitute Teacher**
 Holy Spirit Catholic School Division Substitute Handbook