

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: SUBSTITUTE TEACHERS

<i>PROCEDURE CODE:</i>	<i>504 AP 002</i>
Policy Reference: 504 - Staff Selection, Assignment, Evaluation and Termination	

PROCEDURE

1. The Division is responsible for organizing and assigning substitute teachers.
2. Substitute teachers are contracted by the Division on a day-to-day basis.
3. The standard pay for substitute teachers is covered under the Collective Salary Agreement between Medicine Hat Public School Division (MHPSD) and The Alberta Teachers' Association.
4. The Division will maintain a list of substitute teachers who are available to be called. The list of available substitute teachers will identify each substitute by grade level and subject specialization. Other categories may be requested depending on the needs of the Division.
5. Professional development for substitute teachers is at the initiation and expense of the substitute teachers, except that the Division may provide substitute teacher orientation sessions as deemed appropriate by the Division.
6. Communication between the classroom Teacher and the Substitute Teacher should adhere to the Code of Professional Conduct of the Alberta Teachers' Association. (Clause 13: The teacher criticizes the professional competence or professional reputation of another teacher only in confidence to proper officials and after the other teacher has been informed of the criticism.)
7. The teacher is responsible for arranging for a substitute teacher when the regular teacher is (will be) absent.
8. It is recommended that each school provide a Substitute Teacher Handbook or folder to provide orientation for substitute teachers. This handbook should include necessary information regarding school process and procedures as well as specific instructions regarding classroom plans, process and procedures.

9. Consideration for a substitute teachers' inclusion in the general student supervision should be given, so that the substitute teacher can properly prepare for the classes they have to teach.
10. Except for special circumstances, the substitute teacher should arrive at the school thirty (30) minutes prior to the commencement of classes.
11. The substitute teacher should report directly to the school's office in order to register with the school's secretary and to receive their handbook/folder.
12. Teachers are responsible for preparing adequate contingency and instructional plans so that, in the event of their absence from the classroom, a substitute teacher will be able to provide a level of instruction which will allow for continuity of learning for the students.

GUIDELINES FOR SUBSTITUTE TEACHER FOLDERS/HANDBOOK

The information, provided for substitute teachers in a folder or handbook, should include:

1. General School Information
 - 1.1. Parking information
 - 1.2. Staff phone directory: specifically, Administration or support numbers
 - 1.3. Bell schedule
 - 1.4. School map
 - 1.5. School procedures:
 - 1.5.1. Emergency routines:
 - 1.5.1.1. Emergency evacuation
 - 1.5.1.2. Student illness or injury
 - 1.5.1.3. Severe student behavior guidelines
 - 1.5.1.4. Facility emergencies
 - 1.5.2. School supervision
 - 1.5.3. Student supervision
 - 1.5.4. Truancy
 - 1.5.5. Sign-out
2. Teacher specific information
 - 2.1. Classroom rules and expectations
 - 2.2. Classroom routines
 - 2.3. Attendance taking and reporting
 - 2.4. Seating plan
 - 2.5. Lesson plans
 - 2.6. Name, phone number and room number of a support colleague
 - 2.7. Instructional resources and technical assistance information
 - 2.8. Information regarding specific needs of students in the classroom
 - 2.9. Student helpers



REFERENCES

ATA Collective Agreement

Code of Professional Conduct of the Alberta Teachers' Association

Approved: May 17, 2005

Revised: February 6, 2017

