

FORT LA BOSSE SCHOOL DIVISION

TITLE – **ARRANGEMENT FOR SUBSTITUTE TEACHING STAFF**

POLICY - **GCGA-R**

Approval Date - 14/02/11

Cross Reference -

Resolution # - 52/11

Implementation - 14/02/11

Legal Reference -

Last Reviewed - 14/02/11

1. In the case of illness necessitating the services of a substitute teacher, teachers should, if at all possible, notify their Principal not later than 7:45 A.M. of the day for which the substitute is required.
2. When possible, the regular classroom teacher should prepare work for the class to be done under the supervision of the substitute teacher.
3. A list of “certified substitute teachers” will be provided to each school by the division office, and the school administrator responsible will select certified substitute teachers from this list as required.
4. Every reasonable effort must be made to secure a certified teacher from the approved “certified substitute teacher list” provided by the school division when confirming a substitute teaching assignment. When no suitable candidate from this list can be found, the school administrator will have the authority to hire on a limited basis a “non-certified” substitute teacher. Administrators may use the approved “substitute educational assistant” list provided by the school division in selecting a “non-certified” substitute teacher, or they may select a suitable candidate from outside this list.
5. In all cases an administrator using a “non-certified” teacher as a substitute must immediately inform the Superintendent of Schools or designate of that decision and indicate the name of the person selected. The “Absentee Report” filed with the division office following the teacher absence must clearly identify the substitute as a “non-certified” substitute where applicable.
6. Compensation rates for “certified” and “non-certified” substitute teachers will be as outlined in the Collective Agreement.
7. In no case shall a “non-certified” teacher serve as a substitute for more than five consecutive days for the same teacher in the same assignment, and in no case shall a “non-certified” teacher be employed as a substitute teacher for more than 20 days in any one school year.
8. If a certified substitute teacher is hired for a period of more than five consecutive days, but less than twenty consecutive days, in the same position for the same teacher, the certified substitute teacher shall be paid from the sixth day of extended substitute teaching, for each

day taught at the per diem rate to be calculated as $1/x$ of the salary to which a full time or part time teacher at the same qualifications and experience would be entitled to under the basic salary schedule as outlined in Article 3.01 of the Current Collective Agreement, where x = the number of days in the current school year. The rate of pay shall be retroactive to the first day of the extended teaching assignment and shall continue in effect until the end of that instance of extended teaching assignment. Sick leave days, in-service days and/or administration days shall not constitute a break in the extended substitute teaching.

9. Teachers should give sufficient notice of their intention to resume teaching. If possible, notification should be provided not later than 7:45 A.M. or 11:45 A.M. for the morning or afternoon of the day of return, respectively.

