



Background

The Calgary Girls Charter School employs substitute teachers to ensure the primacy of student learning is maintained. To that end, CGCS engages Alberta certificated, competent classroom teachers whose duty it is to provide effective learning environments.

There is a general recognition that a regular classroom teacher may have to be absent from regular teaching duties and responsibilities due to a number of circumstances. In order that the effective learning environment be maintained, it may be necessary to engage a substitute teacher to replace the regular teacher.

Procedures

1. Hiring Substitute Teachers

- 1.1 The Calgary Girls Charter School requires that all substitute teachers be accredited with a teaching certificate from the Province of Alberta. Teachers who wish to substitute teach at CGCS are expected to submit a resume and curriculum vitae to the Principal.
- 1.2 Upon review of substitute teacher documents, the Principal may choose to interview candidates for substitute teaching at CGCS. If the Principal intends to add the candidate to the list of approved substitute teachers, the Principal must forward the resume to the Superintendent, or designate, who will ensure that all required paperwork – proof of Alberta certification and prior teaching experience, confidentiality agreement, new employee information sheet, confirmation of references and criminal and vulnerable sector record checks – is in place. An employee record will be established.
- 1.3 After the employee record is completed, successful candidates will have their names placed on a list of approved substitute teachers. These lists will be distributed to permanent staff and updated annually.
- 1.4 It is the responsibility of substitute teachers to provide office staff with relevant information in order that they are remunerated in a timely fashion.

1.5 It is the responsibility of the Principal to advise substitute teachers of the responsibilities defined in this Administrative Procedure.

2. Responsibilities of Substitute Teachers

Substitute teachers:

- 2.1 Are expected to arrive at the school no later than 8:30 a.m.
- 2.2 Must check-in at the office upon arrival at CGCS.
- 2.3 Are expected to do supervision if the teacher they are replacing is assigned supervision.
- 2.4 May be deployed to other teachers' classrooms during the time that the regular teacher has preparation time.

3. Responsibilities of Teachers When Requesting a Substitute

Teachers:

- 3.1 Must ensure the requested substitute is on the approved substitute teacher list.
 - 3.2 Are to give the substitute teacher as much notice time as possible.
 - 3.3 Are expected to leave detailed lesson plans as well as explanations of routines during fire drills, lunch, specialist subjects and other day-to-day occurrences in the school.
 - 3.4 Must inform a member of the administrative team that they will be absent from school.
4. A substitute teacher may apply for an open employment position with the Calgary Girls Charter School. The application process applies: the candidate must submit a resume, curriculum vitae, proof of certification to teach in Alberta, evidence in support of prior teaching experience that is comparable to Alberta. A teacher who is on the approved substitute list for the Calgary Girls Charter School is treated in the same way as all other applicants for a position. His/her application will be reviewed, possibly short-listed, and if so, then the hiring committee appointed by the Superintendent will interview the applicant(s).

Reference:

Education Act, s. 54, 56, 208, 222