

## Administrative Procedure 460 - Substitute Teachers

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### Procedures

1. Principals shall be provided a list of all approved substitute teachers, which is updated periodically. Principals knowing of substitutes available for work in other schools, are asked to convey this information to the Assistant Superintendent of Human Services.
2. Principals may only select from the approved list issued by the Assistant Superintendent of Human Services unless prior approval is obtained from the Superintendent.
3. Substitutes are expected to fit into the organization of the school when they arrive and to continue the work and activities which they find in progress. Depending on the length of the situation, this may include the marking of examinations, the issuing of report cards and the preparation of monthly and annual reports.
4. Teachers employed as substitutes must conform as closely as possible to the established routine of the school and perform such assigned duties as normally carried out by the absent teacher.
5. It is expected that substitute teachers will exercise appropriate discipline, as defined by the Division when dealing with student conduct/behaviour in the performance of their duties.
6. Substitute teachers are expected to adhere to the same standards of professional conduct as regular teachers, including conforming to the Code of Ethics of the Alberta Teachers' Association and the Teaching Quality Standard.

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Reference: Section 18, 33, 52, 53, 196, 197, 208, 222 Education Act

Effective: 1997-11-13

Amended: 2016-09-22; 2020-08-30; 2021-04-03