

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Substitute Professional Staff Employment	CODE: GCE
LEGAL STATUS: Board Motion #13.07, #23.14, #120.25	DATE APPROVED: 22 Jan 2007, 27 Jan 2014, 26 May 2025

Background: The Board of Education acknowledges the importance of obtaining the services of qualified substitute teachers to serve the education program in the schools. With this in the mind, the Board trusts that the Director of Education, each school principal and the respective classroom teacher will ensure a quality educational experience for the students concerned.

POLICY: The Director of Education or designate shall establish a substitute teacher roster from which principals/vice-principals select substitute teachers. Each school principal/vice-principal is responsible to secure the services of a substitute teacher and assign related duties.

- Guidelines:**
1. At the beginning of each school year the Director of Education or designate is responsible to establish a substitute teacher roster for the entire school division. Furthermore, the Director of Education or designate is responsible to interview each prospective substitute teacher, evaluate their teaching credentials and finally, approve or disapprove of their name being placed on the substitute teacher roster.
 2. The principal/vice-principal of each school is responsible to contact and secure the services of a substitute teacher. The expectation of the school division is that each principal/vice-principal will consult whenever possible with the teacher who will be absent before making a final decision as to which substitute teacher will be hired.
 3. The Director of Education or designate is responsible to establish a substitute teacher handbook outlining regulations and procedures that will be uniformly adhered to throughout the school division.