

## **SUBSTITUTE TEACHERS AND CASUAL STAFF**

### **Background**

Substitute teachers and casual staff are occasionally employed to fill day-to-day absences and short-term vacancies.

### **Procedures**

#### **1. Substitute Teachers:**

- 1.1 Teachers may be offered employment as substitutes based on requirements of the schools, on a day-to-day basis:
  - 1.1.1 The Superintendent of Human Resources approves applicants and the list is then placed within atrieveERP,
  - 1.1.2 All substitute teachers must hold a valid teaching certificate and be registered with Saskatchewan Professional Teachers Regulatory Board (SPTRB),
  - 1.1.3 Principals are to monitor and assess the performance of substitute teachers and communicate such information to the Superintendents of Operations and the Superintendent of Human Resources,
  - 1.1.4 At the discretion of the principal, substitute teachers are to perform the duties of the teachers they are replacing and other duties as assigned, and
  - 1.1.5 At the discretion of the Superintendents of School Operations and the Superintendent of Human Resources in consultation with the principal, a substitute teacher may be removed from the list.

#### **2. Casual Staff:**

- 2.1 Support staff may be offered employment as casual staff based on requirements of the school division, on a day-to-day basis:
  - 2.1.1 The Superintendent of Human Resources or designate is responsible for establishing a list of available casual support staff.
  - 2.1.2 The list will be prepared at least annually and revised as needed throughout the year.
  - 2.1.3 At the discretion of the principal, casual staff are to perform the duties of the staff member they are replacing and other duties as assigned.
  - 2.1.4 The Superintendent of Human Resources or designate, in consultation with the principal, casual staff may be removed from the list in accordance with the CUPE collective agreement (if applicable).

References: Education Act Sections 85, 87, 175, 231

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