

## **SUBSTITUTE TEACHERS**

### **Background**

The Division authorizes the employment of substitute staff as necessary.

### **Procedures**

1. Each school year, an advertisement will be placed in local newspapers inviting applications from those interested in acting as substitute teachers.
2. The Director or designate will draw up an approved list and distribute it to all principals.
3. Principals may draw from this list to engage a substitute teacher when one is required. The principal is asked to use her/his discretion in engaging substitute teachers.
4. The principal shall report the absence of a teacher and indicate the substitute's name (if applicable) in the MasterWorks Sub Booking Program.
5. Teachers are asked to give the principal, or his/her designate, as much notice as possible when they are going to be absent from school.

Legal Reference: Section 85, 87, 108, 109, 175, 231 Education Act