

## **SUBSTITUTE PARAPROFESSIONALS**

### **Background**

The Division authorizes the employment of substitute paraprofessionals.

### **Procedures**

1. Each school year, an advertisement will be placed in local newspapers inviting applications from those interested in acting as a substitute paraprofessional.
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.
4. Paraprofessionals 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, Education Act

**Updated: September 22, 2006**