

Administrative Procedure 406

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE TEACHERS

Background

Substitute teachers are required to provide a high standard of teaching to the students in the absence of the teacher.

Procedures

The substitute teacher is responsible to the Principal for:

1. Abiding by the Code of Professional Conduct of the Alberta Teacher's Association.
2. Arriving at the school to which they have assigned at least 15 minutes prior to school opening if at all possible.
3. Reporting to the Principal immediately upon arrival to receive instruction on the duties to be performed.
4. Reporting to the Principals before leaving the school at the close of the instructional day.
5. Leaving a written statement for the teacher outlining the work accomplished during the day.
6. Performing all of the duties of the teacher for whom they acted as the substitute including:
 - 6.1 Playground, hallway supervision.
 - 6.2 Keeping the daily attendance.
 - 6.3 Attending staff meeting called during the period of service unless excused by the Principal.
7. Remaining at school in the event of a school emergency until authorized by the Principal to leave.