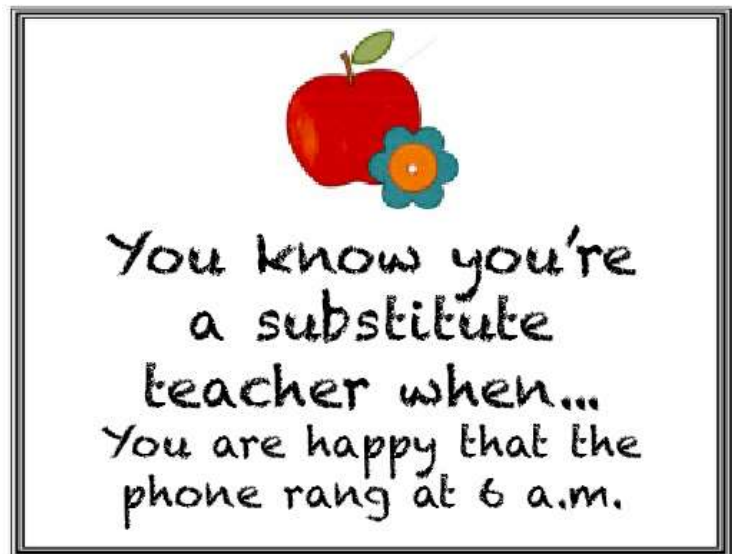




Substitute Teacher Handbook

2018/2019



TEACHER TEACHER™
There is **no**
substitute
for a **great**
substitute
teacher!
THANK YOU.

Holy Spirit Roman Catholic Separate Regional Division No. 4

Mission Statement

*We are a Catholic Faith Community,
dedicated to providing each student
entrusted to our care
with an education rooted in the
Good News of Jesus Christ.*

*Guided by the Holy Spirit, in partnership with home,
parish and society, our schools foster the growth of
responsible citizens who will live, celebrate and proclaim
their faith.*

*Our Catholic Faith is the foundation
of all that we do.*



Living and Learning . . . Together in Faith

Our Values

All God's Children

We nurture the inherent spiritual, moral, intellectual, social, creative, physical and emotional giftedness of everyone in our communities.

We honour diversity.

Our schools provide a welcoming, safe and accepting sanctuary.

Excellence in Learning

We provide opportunities for each and every student to discover and become the person God created him/her to be. If something doesn't work, we will try something else.

We support and encourage the continued professional growth of all staff.

We support and encourage Professional Learning Communities in all of our schools.

Sacramentality

We see God and the wonder of His work in everything we do and in all the people we encounter.

As disciples of God, we model Christ to the world.

We celebrate the presence of God through prayer, liturgy and symbols of our faith.

We practice Christian fellowship.

We promote and practice social justice.

Our Collaborative Community

We share the responsibility of education with our students, parents, teachers and the parish community.

We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.

We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.

We actively participate in the mission of the Church.

We provide opportunities for faith development.

We encourage and support the constitutional right to Catholic education.

Stewardship

We respect and protect God's creation.

We ensure that our resources and efforts best serve the educational needs of all our students.

We are accountable to our supporters and will operate in a fiscally responsible manner.

We ensure that decisions are both fact and policy-based.

We support and provide processes which promote fair and objective decision making.

We communicate in an open and transparent manner.

We are receptive to our stakeholders.

St. Basil Catholic Education Centre Information:

Superintendent of Schools	Chris Smeaton
Deputy Superintendent of Schools	Brian Macauley
Director of Support Services	Michelle MacKinnon
Secretary Treasurer	Lisa Palmarin

The Holy Spirit Catholic School Division consists of fifteen (15) schools, in the communities of Coaldale, Lethbridge, Picture Butte, Pincher Creek, Bow Island and Taber, and serves approximately 5000 students, 259 teachers and 286 support staff.

Contacts for Substitute Teachers

Deputy Superintendent	Brian Macauley macauleyb@holyspirit.ab.ca
Executive Assistant	Carol Linden lindenc@holyspirit.ab.ca
Human Resources Assistant	Jane Meaker meakerj@holyspirit.ab.ca
Substitute Teacher Payroll	Jenn Forchuk forchukj@holyspirit.ab.ca

Holy Spirit Roman Catholic Separate Regional Division No. 4
620 - 12B Street North, Lethbridge, AB T1H 2L7
Phone: (403) 327-9555 Fax: (403) 327-9595
www.holyspirit.ab.ca

Substitute Teacher Roster

Any teacher wishing to be considered for the Substitute Teacher Roster must provide the following:

Located on our website www.holyspirit.ab.ca under Human Resources – Forms:

- A Substitute Teacher Application Form;
- A Pastoral Reference Form;
- A copy of a valid Alberta Teaching Certificate.

Any applicant approved for the Substitute Teacher Roster must provide the following prior to being added:

- A current Police Information Check (including Vulnerable Sectors);
- A current Intervention Record Check;
- Proof of social insurance number;
- TD1 and TD1AB (personal tax credit returns);
- Direct deposit information (for payroll deposit).

Once added to the Substitute Teacher Roster, in order to ensure you receive the correct rate of pay for any days you may be on the grid, we require the following information:

- Statement of Qualifications (TQS) from the ATA;
- Letters from other jurisdictions verifying previous contracted teaching experience.
- Without this information your grid rate will be based on 4 years of education and 0 years of experience.

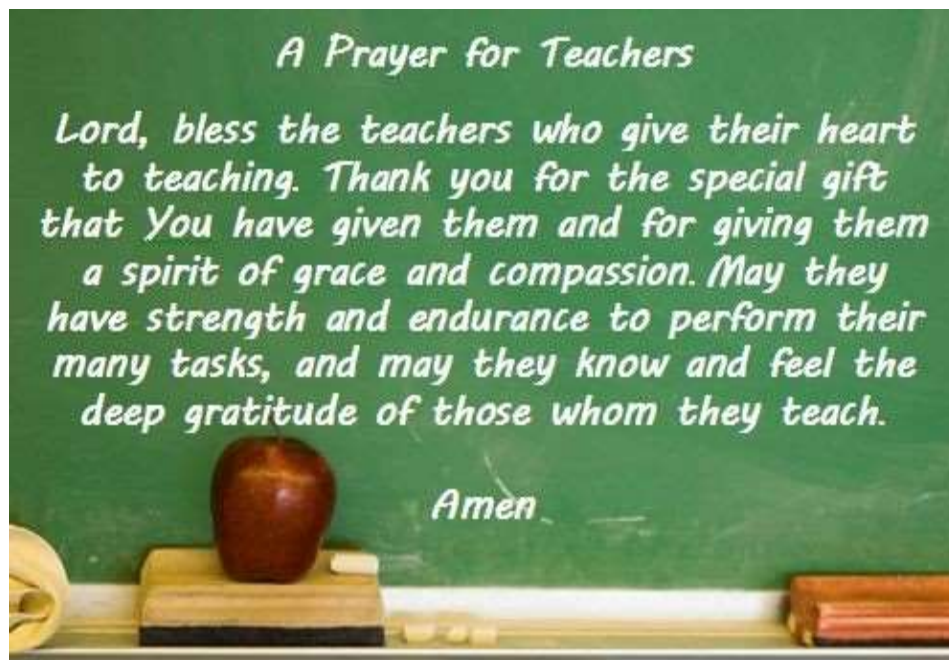
The Board reserves the right to decide which teachers will be included on the roster and the size of that roster. Preference in assigning substitute teachers will be given to those teachers whose training meets specific Division needs, who are most readily available, and who are reliable in fulfilling their professional commitments.

Booking and Assignment of Substitute Teachers

Once substitute teachers are registered through St. Basil Catholic Education Centre, relevant information regarding the teacher is distributed to all schools. All substitute teacher bookings are arranged through school personnel and not through the Division office.

Once a substitute teacher has been added to the roster, they are welcome to stop into any school within the Division to introduce themselves.

If, for any reason, a substitute will be unavailable for an extended period of time or wishes to be permanently removed from the list, please contact Jane Meaker at the St. Basil Catholic Education Centre so that schools may be updated.



Earnings Payment Procedures for Substitute Teachers

1. **TIME CARDS:**

Front: Complete the top portion with your name and signature.

Back: Fill in days worked (as if it were a calendar), with the school's name, the name of the teacher you replaced, and record "0.5" if you worked the morning or afternoon only, and "1.0" if you worked the full day.

2. **CARD DUE DATE:**

Time cards are due in the payroll office on the last working day of the month.

You may deliver your card to the reception desk at the St. Basil Catholic Education Centre, or if the office is closed, drop it through the mail slot in the front door of the building. You may also send it via inter-school mail from any of our schools, providing it arrives by the due date.

3. **RATE OF PAY:**

According to the ATA collective agreement, substitute teachers are currently paid \$202.40 for a full day, or prorated for half days (all include 4% vacation pay).

Pay for more than five consecutive days in the same classroom will be according to the applicable salary grid placement, determined by the TQS and letters of experience that you have provided.

4. **PAY DAY:**

Pay day is the 10th day of the month for the previous month in which you worked.

If the 10th day falls on a weekend or general holiday, pay day will be on the preceding work day.

5. **PAYMENT:**

Payment will be made by direct deposit only - no manual cheques will be issued. If you require changes to your banking information please forward a void cheque or personalized bank deposit slip to the payroll department.

For any payroll questions, please call
Jenn Forchuk at (403) 327-9555
or email her at: forchukj@holyspirit.ab.ca

CITY OF LETHBRIDGE SCHOOLS

<p>ST. TERESA OF CALCUTTA SCHOOL ELP - Grade 6 235 Mildred Dobbs Blvd. North Lethbridge, Alberta T1H 5R4 Tel: (587)787-1490 Fax: (587)787-1491</p> <p>Mrs. Anthea Boras – Principal borasa@holyspirit.ab.ca Ms. Carmen Larsen- Associate Principal</p> <p>For further information and class times please go to: http://www.holyspirit.ab.ca/bmt</p>	<p>CATHOLIC CENTRAL HIGH SCHOOL Grades 10 – 12 English & French Immersion East Campus: 405 - 18th Street S T1J 3E5 West Campus: 251 Britannia Blvd. W T1J 4A3 Lethbridge, Alberta Tel: (403)327-4596 Fax: (403)320-8896</p> <p>Mrs. Joanne Polec – Principal polecj@holyspirit.ab.ca Ms. Devon Farrar - Associate Principal Mr. Anthony Vercillo - Associate Principal Mr. Aaron Skretting - Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/cch</p>
<p>CHILDREN OF ST. MARTHA ELP - Grade 6 206 McMaster Blvd. West Lethbridge, Alberta T1K 4R3 Tel: (403)381-8111 Fax: (403)381-0088</p> <p>Ms. Shannon Collier – Principal colliers@holyspirit.ab.ca Mr. Lyle Parr - Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/st.martha</p>	<p>ÉCOLE ST. MARY SCHOOL ELP - Grade 6 – French Immersion ELP - Grade 6 – English 422 – 20 Street South Lethbridge, Alberta T1J 2V5 Tel: (403)327-3098 Fax: (403)329-8865</p> <p>Mr. Dan Monaghan – Principal monaghand@holyspirit.ab.ca Ms. Kiera Bouchard – Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/st.mary</p>
<p>FATHER LEONARD VAN TIGHEM ELP – Grade 9 25 Stoney Crescent West Lethbridge, Alberta T1K 6V5 Tel: (403)381-0953 Fax: (403)381-0906</p> <p>Mr. Greg Kostiuk – Principal kostiukg@holyspirit.ab.ca Ms. Patti Pilsner - Associate Principal Mr. Travis Magierowski – Associate Principal</p> <p>For further information and class times please go to: http://www.holyspirit.ab.ca/flvt</p>	<p>ST. FRANCIS JUNIOR HIGH SCHOOL Grades 7 – 9 English & French Immersion 333 – 18 Street South Lethbridge, Alberta T1J 3E5 Tel: 327-3402 Fax: 320-1877</p> <p>Mrs. Crystal Lothian – Principal lothianc@holyspirit.ab.ca Mrs. Jackie Kraemer – Associate Principal Mr. Darren Miller – Associate Principal</p> <p>For further information and class times please go to: http://www.holyspirit.ab.ca/st.francis</p>
<p>ST. PATRICK FINE ARTS ELEMENTARY SCHOOL Kindergarten - Grade 6 80 Rivergreen Road West Lethbridge, Alberta T1K 7Y1 Tel: (403)327-4386 Fax: (403)327-2007</p> <p>Mrs. Kathy Jones Husch – Principal jonesk@holyspirit.ab.ca Mr. Mark Matsalla - Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/st.pat</p>	<p>ST. PAUL SCHOOL ELP - Grade 6 1212 – 12 Avenue North Lethbridge, Alberta T1H 6W1 Tel: (403)328-0611 Fax: (403)327-0816</p> <p>Mr. Gerry Muldoon – Principal muldoong@holyspirit.ab.ca Mrs. Meghan Calder - Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/st.paul</p>

RURAL SCHOOL INFORMATION

<p style="text-align: center;">ST. CATHERINE SCHOOL ELP - Grade 9</p> <p>300 - 7 Street North, Box 489, Picture Butte, Alberta T0K 1V0 Tel: (403)732-4359 Fax: (403)732-5044</p> <p>Mr. Greg Noyes – Principal noyeg@holyspirit.ab.ca Ms. Kristy Ruaben – Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/st.catherine</p>	<p style="text-align: center;">ST. JOSEPH SCHOOL ELP - Grade 9</p> <p>1413 – 23 Avenue Coaldale, Alberta T1M 1L6 Tel: (403)345-3373 Fax: (403)345-3789</p> <p>Mr. Kevin Kinahan – Principal kinahank@holyspirit.ab.ca Mr. Brent Christensen – Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/st.joseph</p>
<p style="text-align: center;">ST. MARY SCHOOL Grade 6 – 12</p> <p>5427 - 50th Street Taber, Alberta T1G 1M2 Tel: (403)223-3165 Fax: (403)223-4233</p> <p>Mr. Randy Spenrath – Principal spenrathr@holyspirit.ab.ca Mr. Mark DeJong – Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/sms</p>	<p style="text-align: center;">ST. MICHAEL’S SCHOOL (Pincher Creek) ELP- Grade 12 – English Grades 1 – 8 – French Immersion</p> <p>864 Christie Avenue, Box 1750 Pincher Creek, Alberta T0K 1W0 Tel: (403)627-3488 Fax: (403)627-5916</p> <p>Mrs. Tina Delinte – Principal delintet@holyspirit.ab.ca Mrs. Karen Schmidt – Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/st.michael</p>
<p style="text-align: center;">ST. PATRICK SCHOOL ELP – Grade 5</p> <p>5302 – 48 Street Taber, Alberta T1G 1H3 Tel: (403)223-3352 Fax: (403)223-3855</p> <p>Ms. Michelle Nevil – Principal nevilm@holyspirit.ab.ca Mr. Sean Ethier – Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/st.patrick</p>	<p style="text-align: center;">ST. MICHAEL’S SCHOOL (Bow Island) ELP- Grade 12</p> <p>302 – 2 Avenue E, Bag 9900 Bow Island, Alberta T0K 0G0 Tel: (403)545-2131 Fax: (403)545-2040</p> <p>Mr. Chris Sumner – Principal sumnerc@holyspirit.ab.ca Ms. Josephine Nelson – Associate Principal For further information and class times please go to: http://www.holyspirit.ab.ca/smbi</p>

