



File GDJ

SUBSTITUTE TEACHER ARRANGEMENTS AND GUIDELINES

Substitute Teachers shall perform, as far as possible, the duties of the Teachers for whom they substitute and shall observe the regulations which apply to Teachers on the regular staff. The details of their duties shall be set forth by the Principal of the school where they are employed.

Arrangements for Substitute Teachers

1. All Substitute Teachers must be booked through the Call-out Clerk at the School Board Office via telephone, e-mail or in person.
2. When the Teacher requires a Substitute for reason of illness, the Teacher shall contact the Call-out Clerk stating the pertinent assignment information.
3. The Teacher must inform the Principal as to when he/she will be returning to duty, in accordance with procedure established by the Principal.
4. When a Teacher requires a Substitute for reasons other than illness, i.e. professional development, medical, etc., he/she shall phone or e-mail the Call-out Clerk at the Board Office once the leave has been approved by the Principal and provide the pertinent replacement information. The school will be advised once the Substitute has been booked.
5. It is the Substitute Call-out Clerk's responsibility to obtain the services of a qualified Substitute Teacher best suited to the teaching situation. Individual Substitute preferences will be considered. When possible, the Call-out Clerk will then advise the school of any absences and Substitute replacements prior to 8:30 a.m.
6. Non-certified Substitute Teachers may be hired when certified Substitutes are not available.
7. If, through the fault of school personnel, a Substitute Teacher is hired when no Substitute Teacher is required, the school will be charged the salary of the Substitute for the day or portion thereof.
8. Substitute Teachers will be paid at a rate of pay as specified in the Portage Teachers' Collective Agreement.



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Guidelines

1. ***Only Substitute Teachers who are on the most recent sub list are to be employed.***
2. From these Substitute Teachers, those who are certified (in Manitoba) are to be employed first.
3. Non-certified Substitutes from the sub list may be employed when a certified Substitute is not available.
4. Non-certified Substitutes, when employed, must not work more than five consecutive days at any one assignment.
5. If a certified Substitute is not available for an extended assignment, application must be made and a letter of authority received prior to the employment of a non-certified Substitute.