

## Administrative Procedure 460

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### SUBSTITUTE TEACHERS

#### Background

Qualified personnel will be employed to perform the duties of substitute teaching in Division schools.

#### Procedures

1. All teachers wishing to apply for substitute teaching positions shall make written application on the specified forms, to the Office of the Superintendent.
2. Applicants for substitute teaching positions shall submit evidence that they have the proper teaching credentials for the province of Alberta.
3. The following documentation is required:
  - 3.1 Current resume.
  - 3.2 Photocopy of current Alberta Teaching Certificate.
  - 3.3 Alberta TQS evaluation of the teacher's years of training.
  - 3.4 Photocopy of transcripts.
  - 3.5 All student-teacher reports and ratings, if applicant is inexperienced.
  - 3.6 Evaluation reports, if applicant is experienced.
  - 3.7 At least two (2) references with telephone numbers.
  - 3.8 Letters of reference.
  - 3.9 Criminal Record check and Child Welfare check.
4. Teachers will be placed on the substitute teaching list only after formal approval is received from the Office of the Superintendent.
5. Principals shall only employ substitute teachers who have been approved by the Superintendent's Office and are on the substitute teacher list.
6. Principals shall ensure that substitute teachers have been given a copy of the schools policies and procedures manual.

Reference: Section 18, 33, 52, 53, 196, 197, 208, 222 Education Act  
Certification of Teachers and Teacher Leaders Regulation 084/2019  
Practice Review of Teachers and Teacher Leaders Regulation 092/2019  
Ministerial Order 001/2013 – Student Learning  
Teaching Quality Standard  
Alberta Education Guide to Education ECS to Grade 12