

## Administrative Procedure 760

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### **AP 760 - RECRUITING AND PLACEMENT – SUBSTITUTES AND CASUAL STAFF**

#### **Background**

The Board of Education may employ substitute and casual staff as required.

#### **Procedures**

1. Advertisements soliciting names of those interested in being on the school substitute staff list may be run on the Division website, in local papers, and elsewhere as required. Respondents interested in working in the Division are requested to apply online on the Division web site. Applicants are required to complete the application form and provide a resume, cover letter, references and a Criminal Record Check.
2. Substitute teacher applicants' qualifications must include a valid Saskatchewan Teachers Certificate and a Saskatchewan Professional Teachers Regulatory Board registration.
3. Applications for substitute positions will be processed throughout the year, as they are submitted. A reference check on new additions to the list will be made for all positions. Applicants will be notified when they have been approved for the substitute list and given instructions to drop by the schools where they wish to sub, to introduce themselves to the principal.
4. No substitute will work or be offered jobs before their application is completed and approved.
5. Substitute staff shall be paid in accordance with legislation and at the current substitute rate for the position they are filling as per current LINC, Support Staff Benefits Agreement or other agreements.
6. Engagement of substitute school staff is to be done under the direction of the in-school administrator. An informal monitoring and assessment of the substitute's performance will be communicated to the Director or designate.
7. Staff wishing to remain on the substitute staff list are expected to continue their professional upgrading. In that regard they are welcome to attend (without pay and at their own volition) appropriate scheduled in-services in system schools.
8. Annual updating of the substitute list will be completed during the summer. Human Resources will attempt to contact each substitute to ascertain their desire to stay on the list, verify the teacher substitute is registered with SPTRB for the next school year, ensure the caretaker substitute has/receives WHMIS training, and update any contact information for the substitutes.

Reference: Sections 85, 87, 175, 231 Education Act