Title: Substitute Teachers

Policy Statement:
The board of Trinity Christian School Association recognizes the need to employ substitute teachers in the absence of the classroom teacher. The Board believes that effective substitute teachers make a significant contribution to the school and that every effort should be made to employ the highly qualified substitute teachers

Approved: **M. Lynn Gullackson** *(Chair of the Board)* **June 13, 1994** *(Date)*

First Approval Date: June 13, 1994

To Be Reviewed: April 2020

Review and Amendment Date(s): April 25, 2018

Stakeholders Consulted (Date): April 17, 2018

Reference to Documents:
Alberta *School Act* Sections 18, 28, 97,100,113

Definitions:
Principal means a principal as defined in the School Act, a superintendent or designee in respect to fulfilling obligations under section 113 of the School Act.
Teacher means an individual who is required to hold a certificate of qualification as a teacher and who is responsible for the provision of instruction or supervision under section 18 of the School Act, or an individual whose qualifications are approved by the Minister and is employed to teach under section 28(2)(b)(iii) of the School Act.
Substitute teacher is a teacher who may teach without a contract of employment that is in accordance with section 97 only when the teacher is employed on a day-to-day basis, or to occupy a vacancy that is expected to be less than 20 consecutive teaching days in duration.

A. Guidelines
1. Substitute teachers shall be obtained by the Principal from an approved list of substitutes.
2. Candidates for the position of substitute shall be interviewed as required for all personnel.
3. Every effort should be made to use substitutes who agree with the principles of TCSA's Constitution and Bylaws.
4. Substitute pay should be reviewed each year at the time of budget preparation.
5. Adequate funds need to be budgeted to anticipate all expenses for the year.
6. Substitute teacher remuneration follows guidelines set out in the Remunerations Schedule of the Terms and Conditions of Employment Regulation.