

Personnel and Employee Relations		Administrative Application	
7250		Last Reviewed /Approved on:	August 14, 2024
Employment of Teacher and Support Staff Substitutes		References:	
The Education Act, 1995, Sec 198 The School Division Administration Regulations, Part 8, Sec. 42 The Teacher Certification and Classification Regulations, 2002 Administrative Applications 7230 – Instructional Staff: Recruiting and Employment 7240 – Support Staff: Recruiting and Employment Policy 12 – Role of the Director			
	Status:	Operational	

Preamble

Teachers may be offered employment as a substitute teacher based on requirements of the school division.

Support staff may be offered employment as casual staff based on requirements of the school division.

Application

1. Teaching Staff

- a. Teachers who wish to be employed on a substitute basis shall make application in accordance with *Administrative Application 7230 – Instructional Staff: Recruiting and Employment*.
- b. Human Resource Services will establish a list of substitute teachers on an annual basis.
- c. The hiring process for retirees is subject to annual review. The process is outlined below:

Annually, many retiring teachers submit their names to be included on the substitute teacher list. With the number of applicants and newer teachers requesting substitute teaching positions, the need for retired teachers has decreased. Many times, a retired teacher is the best person for a substitute assignment and/or a short-term contract. We will continue to place retired teachers that make a request on the substitute teacher list.

i. Process

All teachers retiring interested in becoming a substitute teacher can put their name forward to the Teacher Administrative Assistant. If the request

is made later than one (1) month after their last day of work, then the application process will need to be followed. If the request is made one (1) month or less from the last working day in the division, the current employee file can be used and accepted.

At the end of June, Human Resource Services will gather the names of retired teachers who are interested in being placed on the substitute teacher list. A needs assessment for substitute teachers will take place to determine if their qualifications are required. Human Resource Services will determine where the needs for substitute teachers are, and if there is a need the request to be on the substitute teacher list may be granted. (An example of a need is any specialized position, specific subject or grade level experience, and/or other continuing contributions to the school division).

Each year, Human Resource Services will determine if a retired teacher remains on the substitute teacher list. This determination will be based on previous assignments and availability, the needs of the school division, and the expertise of the retired teacher meeting the current needs.

2. Support Staff

- a. Support staff seeking employment on a casual basis shall make application in accordance with *Administrative Application 7240 – Support Staff: Recruiting and Employment*.
- b. Human Resource Services will establish a list of casual substitute support staff on an annual basis.