

Personnel and Employee Relations 7430	Administrative Application	
	Last Reviewed /Approved on:	August 14, 2024
	References:	The Education Act, 1995, Sec. 231 Administrative Application 7201 – Employee Code of Conduct Policy 12 – Role of the Director
	Revised:	Operational

Application

Substitute teachers in the Regina Catholic School Division (RCSD) shall carry out their duties in accordance with *the Education Act, Regulations to the Act*, administrative applications and Board policy. Substitute teachers follow the Regina Catholic School Division code of conduct. (*Administrative Application 7201 – Employee Code of Conduct*).

Substitute teachers employed by RCSD are subject to the same regulations, policies and procedures that apply to all employees of the school division. If in doubt, please check with the principal of the school at which you have been employed. Administrative applications and Board policies are available on the school division website.

Guidelines for Substitute Teachers:

1. Arrive at the assigned school at least fifteen (15) minutes before the school day starts.
Note: Not all school days begin at the same time.
2. Report to the Principal/Office immediately upon arrival. The principal or designate will instruct the substitute on the duties to be performed.
3. Remain at school fifteen (15) minutes after the final bell rings. Report to the Principal or designate again before leaving school at the close of the day's session.
4. Leave a written/email record of the work accomplished while in charge of the room. This information may be noted in a day planner, email, etc.
5. Perform all the duties of the absent classroom teacher or other general duties assigned to them by the principal. This includes any paid and non-paid supervision.
6. Substitute teachers may be re-assigned during the preparation time allocated to the absent classroom teacher. After three (3) consecutive days of substitute teaching for the same teacher, the substitute teacher will assume the preparation time allocated to the absent classroom teacher.

7. Perform as closely as possible, the duties of regular staff teachers and particularly:
 - a. Follow local school policies and administrative applications (RCSD website).
 - b. Promptly and carefully record daily attendance.
 - c. Adhere to the instructions and lesson plans provided by the classroom teacher and ensure that they are followed appropriately.
 - d. Provide a favorable learning environment including effective classroom management practices and discipline.
 - e. Provide continuity by preparing the day plan for the following day.
 - f. Conclude any evaluations and daily reports to give an account of any information pertaining to the events of the day.
 - g. Attend staff meetings called during the period of service unless specifically excused by the principal.
 - h. Conduct oneself as an effective teacher (as outlined in *the Performance Management*) (document found on our internal website portal under Human Resource Services).
8. In the event of an emergency, substitute teachers are not free to leave the school until specifically authorized by the principal or designate.