



Adopted: 1998-04-02

Revised: 2005-06-07, 2015-12-01

POLICY GCG

CASUAL SUPPLY TEACHERS

This policy sets the guidelines for the selection of casual supply teachers to reduce disruption of student learning caused by the temporary absence of their regular teacher, while respecting the provisions contained in the local and provincial teachers' collective agreements. A casual supply teacher is a person, other than a regular teacher, who replaces an absent teacher.

GUIDING PRINCIPLES

The application of this policy requires a certain level of subjective decision-making. All applicants must have an opportunity to demonstrate their competence. Care must be taken to ensure that personal bias for individuals such as friends or relatives does not influence the selection of casual supply teachers.

PROCESS

1. A person who wishes to be hired as a casual supply teacher in the schools/centers of the school board will make application through the Human Resources Department.
2. The school board shall hire casual supply teachers, as much as possible, in the following order of priority:
 - a) teachers with legal qualifications;
 - b) applicants who are currently enrolled in a recognized education program leading to legal qualification and have completed at least one year (30 credits);
 - c) applicants with a minimum of an undergraduate degree in a related field and who have an aptitude for working with students;
 - d) applicants with a minimum of an undergraduate degree in an unrelated field and who have an aptitude for working with students;
3. By September 30th of each school year, the Human Resources Department, in cooperation with school principals and centre directors, will compile a list of approved casual supply teachers. This list will be updated as required and distributed to all principals, centre directors. It will identify legally qualified and non-legally qualified casual supply teachers.
4. The school board shall make every effort to hire a casual supply teacher for the duration of a long-term absence.

ROLES & RESPONSIBILITIES

The Principal/Centre Director or delegate will:	The casual supply will:
<ul style="list-style-type: none"> • ensure the quality of the learning experience provided for the students through monitoring, supervising and/or evaluating casual supply teachers; 	<ul style="list-style-type: none"> • provide a meaningful and enriching learning opportunity for the students;
<ul style="list-style-type: none"> • ensure the casual supply teacher has adequate competence in the subject matter, language of instruction, teaching skills, and classroom management for the grade level for which he/she is 	<ul style="list-style-type: none"> • monitor the late arrivals and absences of his/her students and report them to the school administration according to the system in effect;
<ul style="list-style-type: none"> • ensure an equitable balance between using casual supply teachers of proven competence and providing opportunities for other individuals to demonstrate their skills; 	<ul style="list-style-type: none"> • present lessons and provide developmental and cognitive learning activities within the guidelines of the authorized programs;
<ul style="list-style-type: none"> • select and contact the casual supply teacher; 	<ul style="list-style-type: none"> • supervise the students for whom he/she is responsible
<ul style="list-style-type: none"> • provide the casual supply teacher with an emergency evacuation plan; 	<ul style="list-style-type: none"> • provide written feedback on the students' performance and behaviour via Annex A;
<ul style="list-style-type: none"> • collect information regarding the competence of the casual supply teacher. 	<ul style="list-style-type: none"> • correct the students' work done during the period of time he/she is responsible for the class, unless otherwise indicated by the regular teacher.



Casual Supply Teachers
Feedback on the Performance & Behaviour of Students

Casual Supply Teacher:			
Date:	Year	Month	Day
Regular Teacher Replaced:			
Subject or Course:	Grade:	Level:	Group #:

Observations regarding student performance and completion of assigned work:

Observations regarding student behavior:

Additional comments:

Please submit a copy of this report to both the regular teacher and the school administration.