



AP 470 – SUBSTITUTE STAFF

BACKGROUND

The Director will employ substitute staff as required.

PROCEDURES

1. Saskatoon Public Schools believes in a Representative Workforce that honours our vision that every student is Known, Valued and Believed in. Our vision works in tandem with our commitment to hire people who will create learning experiences that inspire all students to reach their potential. All persons interested in employment in this school division are treated as equals. This belief is carried forward to Saskatoon Public Schools hiring practices.
2. Teacher Substitutes: The Human Resources Section shall ensure that:
 - 2.1. On-line applications are sorted correctly according to grade level, teaching areas and special training.
 - 2.2. Staffing panels are formed to review ALL applications from February 1st of the previous year to January 31st of the current year.
 - 2.3. Initial interviews are conducted, and recommendations are made to the Human Resources Superintendent or designate.
 - 2.4. The Superintendent of Human Resources or designate performs second interviews of those candidates who were recommended by the staffing panels.
 - 2.5. Successful second interview candidates are placed on the teacher substitute list by the Superintendent of Human Resources or designate.
 - 2.6. Criminal record checks are requested and received PRIOR to employment on the substitute list.
 - 2.7. Substitute employees are dispatched through the Automated Dispatch System (ADS).
 - 2.8. Teacher substitute lists are posted on HR portal, updated regularly.
 - 2.9. Offer various in-services including school safety and standard operation procedures. (Administrators shall have a school specific, emergency procedure booklet available for substitute staff).
3. Superannuated teachers will be considered for the substitute teacher list at the discretion of the Human Resource Superintendent or designate.

Superannuated teachers will be contacted to substitute teach if:

- 3.1. There is a need for the services of the retired teacher due to the inability to recruit other qualified teacher substitutes, and
- 3.2. Superannuated teachers will be dispatched if the list of other available substitute teachers is exhausted.
- 3.3. Superannuated Substitute teachers shall only be offered a Temporary Contract with permission of the Superintendent of Human Resources or designate.



4. Support Staff Substitutes: The Human Resources Section shall ensure that:
 - 4.1. Applications are received and organized according to support positions.
 - 4.2. Support interviews are conducted by the Human Resources Superintendent or designate.
 - 4.3. Successful interview candidates are placed on the support staff substitute list by the Superintendent of Human Resources or designate.
 - 4.4. Criminal record checks are requested and received PRIOR to employment on the substitute list.
 - 4.5. Substitute employees are arranged and dispatched through the Automated Dispatch System (ADS).
 - 4.6. In-services are offered on standard operation procedures to support substitutes.
5. The Superintendent of Human Resources or designate shall review all the applications of substitute teachers and support staff.

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