



Substitute Teachers shall be employed by the Division as necessary and the Superintendent/CEO or delegate will approve the hiring of substitute teacher candidates before adding their names to the Substitute Teachers' List.

Arrangements for obtaining professional staff substitutes shall be the responsibility of the principal.

Sufficient advance notice must be given to the principal by professional staff members requesting to be absent from their duties. Teachers who, due to exceptional circumstances must be absent from their duties, will so notify the principal.

Teachers shall inform the principal as early as possible of the date of their return to duties, to prevent a substitute reporting for duty unnecessarily.

Every attempt must be made to engage duly certified people as substitute teachers. A non-certified person may be engaged when it has been determined a certified person is not available provided the Criminal Records check and Child Abuse Registry check are provided. The Superintendent/CEO is to be advised in all cases where a non-certified person is used.

Teachers shall ensure that adequate plans and instructions are available when it is necessary for a substitute teacher to take over the regular work of the teacher.