



SCHOOL BOARD TRUSTEES

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CENTRAL OFFICE

Red Deer Public School District No. 104 - Switchboard 343-1405

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Darren Skrepnyk	Director of Facilities

Tech Help Line 403-342-3717

Deanna Doan Human Resource Coordinator
403-342-3701

SUBSTITUTE TEACHERS PROTOCOL

1. Teachers willing to serve as substitutes must provide Human Resources with an application which includes the following information:
 - a) A photocopy of a valid teaching certificate
 - b) A formal evaluation from the Teachers' Qualification Service in Alberta
 - c) Written verification of experience from other school jurisdictions
 - d) Copies of evaluation documents, if available
 - e) Police information check
 - f) Child welfare check
 - g) Other information as required for payroll purposes.
2. Substitute teachers are expected to comply with the following duties and responsibilities:
 - a) Reach the assigned school at least **twenty** minutes prior to morning and afternoon assembly times, if adequately notified.
 - b) Report to the office of the administration to register and receive further instructions. **It is imperative that the office secretary be aware of your arrival.**
 - c) Notify the principal if there are concerns about the plans left by the regular teacher.
 - d) Assume the supervisory duties of the absent teacher after the first half day of the assignment.
 - e) Leave a detailed written statement for the absent teacher describing the work completed and other information pertinent to the assignment.
 - f) Report to the office of the administration at the conclusion of the teaching assignment to return keys and other materials, and to verify arrangements for the following day, if applicable.
3. Teachers substituting with the District will be considered for temporary teaching positions that occur during the school year.
4. All substitute teachers are invited to attend the District Kickoff event prior to the beginning of the school year.
5. Substitute teachers shall be employed in accordance with the provisions of the School Act, ATA collective agreement, and Board Policy.
6. The substitute teacher pool shall be reviewed annually and the roster shall be approved by the Human Resources Coordinator.
7. The school principal or designate may request that a particular substitute be engaged to cover the duties of an absent teacher.
8. In the event that a substitute teacher has concerns about the nature of a teaching assignment or the behaviour of students, these concerns should be directed to a school administrator. Human Resources personnel may be contacted for assistance regarding general questions about substitute teaching, or concerns that are unable to be addressed at the school level.

If a classroom teacher or administrator has concerns about the performance of a substitute teacher, the matter should be dealt with in accordance with the ATA Code of Professional Conduct: *The teacher criticizes the professional competence or professional reputation of another teacher only in confidence to proper officials and after the other teacher has been informed of the criticism, subject only to section 24 of the Teaching Profession Act.*

SALARY PAYMENT PROCEDURES FOR SUBSTITUTE TEACHERS

- a) The daily rate of pay for substitute teachers shall be \$205.00 effective September 1, 2015. The rate of pay for substitute teachers who teach only one-half (1/2) day shall be \$116.50 effective September 1, 2015.
- b) A substitute teacher who substitutes for the same teacher for a period of more than two (2) consecutive teaching days shall be paid as per his/her grid placement commencing with the third (3rd) day.
- c) On September 1st of each year, the rate of pay for substitute teachers shall henceforth be increased by the same percentages as is applied to the salary grid rounded to the next whole dollar.
- d) Substitute teacher pay rates are inclusive of vacation pay allowance.
- e) These Substitute teachers shall be eligible for salary experience increments after accumulation of a total of one hundred sixty (160) full days of substitute teaching with Red Deer Public School District No. 104. It is the responsibility of the substitute teacher to inform Human Resources that he/she is eligible for an increment. The adjustment dates for changes in salaries due to increment entitlement shall be the opening day of the school year or the first day of February of each school year. Substitute teachers may contact the Human Resources department in each district in which they have worked department to receive a letter of verification concerning contracted service.

1. LOCAL EXECUTIVE INFORMATION

The ATA Local annually elects an executive to govern the Local. Each school in the District has an ATA representative named to the Local Council. General information about the ATA Local can be obtained from this staff representative. More detailed information is available from local executive members.

President	Kelly Aleman Eastview Middle	403-343-2455
Vice-President	Nate Siler Westpark Middle	403-347-8911
Secretary	Matthew Loewen Mountview	403-346-5765
Treasurer	Melisa MacIntosh Aspen Heights	403-347-2581
EPC Chairman	Elizabeth LaRose Hunting Hills	403-342-6655
PD Chairman	Chantel Walker Oriole Park / GH Dawe	403-347-3731 OP 403-343-3288 GHD
Political Chairman	Don Brookwell Hunting Hills	403-342-6655
Sub Teacher Chairperson	Steve Carter	steve.carter@rdpsd.ab.ca

All inquiries should be made to Kelly Aleman.

2. SUBSTITUTE TEACHERS' COMMITTEE

The Red Deer City Local #60 Substitute Teachers' Committee shall advance the professional skills and knowledge that are unique to substitute teaching and promote, within the Local and the community at large, the special interests and needs of substitute teachers. All substitute teachers are encouraged to join this group and become actively involved with their professional association. The substitute teachers' executive positions will be filled at the first General Meeting of the school year. A list of the current executive members is available on First Class.

3. PROFESSIONAL DEVELOPMENT AND THE SUBSTITUTE TEACHERS

All substitute teachers are members of ATA Local 60. Twenty percent of the ATA fees paid by substitute teachers are returned to the local. Substitute teachers should therefore expect to be included in the professional development activities planned and organized on behalf of ATA members. The Substitute Teachers' Group of the local may be responsible for communicating and/or organizing local professional development activities for substitute teacher members.

4. ATA STAFF REPRESENTATIVE LIST

All substitute teachers should request a current list of school staff representatives so they will know who to contact in each school if they have concerns or questions regarding ATA matters. List to be provided the President of the Substitute Teachers' Committee.

5. PROVINCIAL ATA

You can contact the Alberta Teachers' Association at Barnett House directly and obtain services from the Association. Check the ATA Members' Diary or Members' Handbook for a more detailed outline of these services.

INSTRUCTIONS FOR SUBSTITUTE TEACHERS

1. If you have been notified in time to do so, please report to the school office at least twenty (20) minutes before school opening.
2. If you are a first time substitute, ask the office or school administration about any special regulations pertaining to the school. Be conversant with fire-drill routes and procedures in the school. These are usually posted in the classroom.
3. Please comply with the attendance procedures for the school.
4. The teacher's lesson plans and timetable should be provided for you. If you cannot find them or if you find them inadequate, consult the principal or designate.
5. ***Please write a detailed account of the work covered for each class/subject area, and leave this information for the teacher.***
6. If time permits, please correct any seat-work or assignments completed by the pupils during each day of your substitution (unless otherwise instructed).
7. At the end of the school day please report again to the office to confirm the completion of your assignment and to discuss possible arrangements for the next day.
8. Do not leave children in the classroom without adult supervision when you leave for the day.