

## RECRUITING AND PLACEMENT – SUBSTITUTE AND CASUAL STAFF

### Background

The Director or designate may employ substitute and casual staff as required.

### Procedures

1. Substitute staff shall be paid in accordance with legislation and at the current substitute rate for the position they are filling (current LINC, CUPE or other agreements).
2. The Principal shall, each month, inform the Division Office of the number of days each substitute staff was employed.
3. Annual authorization for substitute school staff must be made through the Superintendent of Human Resources.
4. The Superintendent of Human Resources will present the Director with a current list of substitute staff on an ongoing basis. A reference check on new additions to the list will be made for all positions.
5. Advertisements soliciting names of those interested in being on the school substitute staff list will be advertised as required. Respondents interested in working in the Division will be requested to apply online. Application is made by resume complete with qualifications and references.
6. Engagement of substitute school staff is to be done under the direction of the in-school administrator. Monitoring and an assessment of the substitute staff's performance will be communicated to the Superintendent of Human Resources.
7. Staff wishing to remain on the substitute staff list are expected to continue their professional development.
8. Substitute teacher applicants' qualifications must include a valid Saskatchewan Teachers Certificate and be registered with the Saskatchewan Professional Teachers Regulatory Board.

Reference: Sections 85, 87, 175, 231 Education Act

Approved: September 18, 2018