

2.0. Human Resources

2.B. Position Descriptions

SUBSTITUTE TEACHER

Policy Reference: EL-1.2

DUTIES

Substitute Teachers shall:

- a) be in the school at least 15 minutes prior to the start of their teaching assignment;
- b) report to the office upon arrival;
- c) check the classroom to ensure that the door is open and lesson plans are present;
- d) ensure that they are familiar with the fire evacuation routes;
- e) record attendance for all classes (or homerooms);
- f) release classes only after the dismissal bell;
- g) ensure that students enter and exit in an orderly fashion;
- h) perform supervision duty if specified in the lesson plan or assigned by the Principal;
- i) be responsible for students in their charge;
- j) make themselves familiar with school policies i.e. attendance, discipline, Code of Conduct;
- k) be responsible for materials in their classroom;
- l) check with the Principal at the end of the class/day to review the day;
- m) never leave students unattended;
- n) provide immediate assistance in the event of an accident and file the appropriate report with the Principal;
- o) conduct themselves professionally.