

POLICY ON SUBSTITUTE TEACHING AND EMPLOYMENT

1. During the Teaching Block:

The regulations of *The Education Administration Act* under the heading of “Persons Having Care and Charge of Pupils” say the following:

Student teachers may have care and charge of pupils

Student teachers must be supervised directly by the principal or a teacher designated by the principal

A student teacher who is registered as a student of a recognized teacher-training institute may be left in sole charge of classes for periods of time mutually agreed on by the principal and the teacher training institute as being beneficial to the student teacher

Given the above, it must be understood that occasionally situations arise in schools whereby principals have to make short-term staffing adjustments. For example, a teacher may be called away on an emergency. Usually, unless there are extenuating problems, a regular substitute is called when a teacher is absent. However, the principal might also see the situation as one which would provide a teacher candidate a unique opportunity and ask them to “cover” for a teacher. This might be seen by some teacher candidates as being asked to substitute. If the principal is going to vary the assignment of a teacher candidate under these circumstances, the following should be considered:

The principal should feel confident that the teacher candidate has the skills required to handle the situation.

The teacher candidate should be consulted as to their comfort level regarding the situation.

The teacher candidate should be made aware of who their direct supervisor will be. (They do not have to be in the room i.e. could be the teacher next door.)

There should be a clear plan as to what is expected of the teacher candidate under the circumstances.

The situation should be temporary – perhaps a half day should be the maximum.

Wherever possible any unusual circumstances should be discussed with the faculty advisor assigned to the teacher candidate.

2. During the Academic Year:

Teacher candidates in the B.Ed. Program are not yet certified teachers and may not accept positions as substitute teachers during the university academic year.

While teacher candidates can sign teaching contracts prior to their graduation, they may not assume these positions until they have met all of their obligations to the Faculty of Education, including any classes or required meetings following the final practicum period. Please refer to the “Weekly Calendar” that was provided in your registration package for the current year’s last day of obligation. This means that paid employment by a school division can only begin after a teacher candidate’s last day of obligation to the faculty. Any violation of this policy may result in an academic penalty which could lead to a delay in a candidate’s graduation date.

Please note: In fairness to all teacher candidates, absolutely no exceptions will be made.