

Your name has been placed on the list of substitute teachers to be employed by Prairie South Schools as the needs arise.

Regulations in connection with your duties as a substitute teacher, are as follows:

1. Prairie South Schools books substitutes using Atrieve, an automated sub dispatch system.
2. Please report to the principal's office at least **15 minutes** prior to classes commencing or assuming any duties.
3. Each teacher in our system will be using a standard form to assist substitute teachers with classroom routines, special needs students, timetable, etc.
4. A substitute teacher is expected to provide a learning experience and a safe, stimulating environment for students. You are expected to remain in the classroom until after the students have been dismissed at noon or at the close of the day.
5. Please leave on the teacher's desk, a written record of the work accomplished by students while you were in charge of the classroom.
6. Substitute teachers are not allowed to make changes in school routines or grant early dismissal without the approval of the principal.
7. If at all possible, you will be placed in the grade level preferred as indicated on your application form. However, this is not always possible and your cooperation at such times is appreciated.
8. Substitute teachers must, at all times, be governed by the direction of the principal of the school in which they are acting as a substitute teacher. Expectations regarding all supervision and preparation times vary from school to school and will be arranged by the principal.
9. Substitute teachers are paid in accordance with the Local Collective Bargaining Agreement for Teachers. Payment for substitute teachers will be made monthly by direct deposit.

10. For payroll purposes, we require a *Teacher's Record of Experience*, indicating a log of all teaching experience from your former school divisions. Until the arrival of this document you will be placed at Step 1 salary level.
11. We require a copy of your teaching certificate and a transcript of your marks to be kept in your file.
12. Other:
  - a) Substitute teachers are regarded as valuable professional employees. Provision of quality instruction, a strong work ethic and cooperation with others will be considered when hiring substitute teachers.
  - b) Willingness to work in any school and willingness to work half days when required are appreciated.
  - c) The system may provide some in-service on curriculum and/or instruction on a voluntary basis to substitute teachers during the year.

We hope you enjoy working in Prairie South Schools!

Sincerely,

*Amy Johnson*

Amy Johnson  
Superintendent of Human Resources

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