



CALGARY BOARD OF EDUCATION

Administrative Regulation

1004.7 - Duties and Responsibilities of Substitute Teachers

As teaching professionals it is expected that substitute teachers will comply with the duties and responsibilities of teachers (Regulation 1004.6). In addition, substitute teachers shall:

1. Reach the assigned school fifteen minutes before the morning and afternoon assembly times.
2. Upon arrival at the school, report to the office to register and receive further instructions.
3. Assume the supervisory responsibilities of the absent teacher after the first half day of assignment.
4. Attend staff meetings if requested by the principal.
5. Leave a written statement for the absent teacher stating work accomplished.
6. Report to the office at the conclusion of their teaching day.
7. Procedures to be followed by substitute teachers are detailed in the "Substitute Teacher Handbook" compiled by the Division of Human Resources.

Approved: April 5, 1963
4th Amendment: June 25, 1985
5th Amendment: June 13, 2001
Re-Issued: February 15, 2003

References

- Administrative Regulation** • 1004.6 - Duties and Responsibilities of Teachers
References: