


Administrative Procedures 445		
Substitute and Casual Staff		
		Adopted: June 28, 2011 Amended: July 30, 2018
	External References: <ul style="list-style-type: none"> • Education Act: Sections 85, 175, 231 	Internal References:

Background

The Division requires substitute teachers and casual employees to fill day to day absences and short term vacancies.

Candidates interested in substitute or casual employment will complete an online application from the employment page of the Sun West School Division website.

1. Substitute Teachers

- 1.1 Recommended applicants are placed on a substitute teacher list which is approved by the Human Resources Supervisor.
- 1.2 All substitute teachers must hold a valid Saskatchewan teaching certificate and be registered with the Saskatchewan Professional Teachers Regulatory Board.

2. Casual Employees (Educational Assistant, School Secretary, School Librarian and Caretaker)

- 2.1 Recommended applicants are placed on a casual employee list after being approved by the Human Resources Supervisor, or designate.

3. Principals are to monitor and assess the performance of substitute teachers and casual employees and communicate such information to the Human Resources Supervisor.

4. The approved substitute teacher and casual employee list will be updated annually and revised as needed throughout the year. The approved substitute teacher or casual employee will be available to assign in Absence Management (Aesop).

5. Substitute teachers or casual employees on the approved list(s) who have not been employed during the previous school year will be removed.