



District Expectations of Substitute Teachers

The following district expectations of all substitute teachers are provided with the aim of minimizing disruption of students and their educational programs in the event of the absence of the regular classroom teacher.

Substitute teachers are expected to conduct themselves in a professional and ethical manner. As employees of the Board of Education, School District No. 59 (Peace River South), substitute teachers are expected to:

- Respect student and staff confidentiality including any educational or internal matters
- Respect the guidelines and expectations of the classroom teacher and the school
- Conduct themselves in a manner conducive to the development of positive rapport with students and colleagues
- Be goodwill ambassadors for education and the school

Guidelines to be followed:

Prior to accepting an assignment:

- o Become informed about school times and schedules and personnel available to help if problems arise
- o Some schools have a TTOC handbook. You may request this.

On the day of an assignment:

- o Arrive at the school at least one half hour before classes begin
- o Report to the office
- o Confirm bell and announcement times
- o Determine the nature of supervision duties/any special events occurring
- o Locate the classroom and lesson plans
- o Be present in the classroom before students arrive

During instructional time:

- o Maintain an appropriate learning environment. Responsibility for student behaviour lies with the substitute teacher just as it would with the regular classroom teacher
- o Check for any special circumstances or student information related to the assignment
- o Complete routine opening activities, such as attendance
- o Follow day plans as closely as possible
- o Mark work unless otherwise instructed
- o If no specific work has been assigned by the regular classroom teacher, contact the administration for instructions.

At the end of the day:

- o Leave a summary which includes:
 - Completed/uncompleted work
 - Assigned homework
 - Difficulties experienced by students
 - Any problems encountered
 - Highlights of the day or other significant information
- o Completed marking of work assigned that day
- o Report to the office, briefly inform the administration about the day, including any concerns which may have arisen



School District No.59 (Peace River South)

A number of District schools have staff and students with *allergies and sensitivities*.

Please note the following and ensure you take the appropriate measures when you are called out to any of the following locations:

Scent Safe/Aware Locations

Dawson Creek	Chetwynd	Tumbler Ridge
Canalta Elementary	Little Prairie Elementary	Tumbler Ridge Elementary
Crescent Park Elementary		Tumbler Ridge Secondary
Dawson Creek Secondary School (Central Campus)		
Ecole Frank Ross Elementary		
Parkland Elementary		
Pouce Coupe Elementary		
Tremblay Elementary		
Board Office		
Maintenance Department		

Peanut/Nut Aware Locations

Dawson Creek	Chetwynd	Tumbler Ridge
Canalta Elementary	Don Titus Elementary	Tumbler Ridge Secondary
Crescent Park Elementary	Little Prairie Elementary	
Devereaux Elementary	Windrem Elementary	

Seafood Aware Locations

Dawson Creek	Chetwynd	Tumbler Ridge
		Tumbler Ridge Secondary

Anaphylactic Locations

You must have anaphylaxis training **prior** to working in all Dawson Creek and Chetwynd locations. Please contact the principal of the school to obtain training information.



School District No.59 (Peace River South)

District Expectations of Substitute Teachers

I have read and understand the “District Expectations of Substitute Teachers” outlining duties and responsibilities of substitute teachers in School District No. 59 (Peace River South).

Name

Signature

Date

Please sign and return this form to:

School District No. 59 (PRS)
11600 7 Street
Dawson Creek, BC
V1G 4R8

Attn: Lauren Speer
Human Resources Officer

