



## AP 470 – SUBSTITUTE STAFF

### BACKGROUND

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The Director will employ substitute staff as required.

Saskatoon Public Schools believes in a Representative Workforce that honours our vision that every student is Known, Valued and Believed in. Our vision works in tandem with our commitment to hire people who will create learning experiences that inspire all students to reach their potential. All persons interested in employment in this school division are treated as equals. This belief is carried forward to Saskatoon Public Schools hiring practices.

### PROCEDURES

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1. The Human Resources Department shall ensure that:
  - 1.1. On-line applications for substitute positions are reviewed regularly.
  - 1.2. Criminal record checks are requested and received prior to employment on the substitute list.
  - 1.3. Substitute employees are dispatched through the Automated Dispatch System (ADS).
  
2. Superannuated teachers will be considered for the substitute teacher list at the discretion of the Superintendent of Human Resources or designate.

Superannuated teachers may be contacted to substitute teach if:

  - 2.1. There is a need for the services of the retired teacher due to the inability to recruit other qualified teacher substitutes, and
  - 2.2. Superannuated teachers will be dispatched if the list of other available substitute teachers is exhausted.
  - 2.3. Superannuated substitute teachers shall only be offered a temporary contract with permission of the Superintendent of Human Resources or designate.

Date Last Revised: March 21, 2022