



AP 470 – SUBSTITUTE STAFF

BACKGROUND

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

1. The Human Resources Department shall ensure that:
 - 1.1. Online 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).
 - 1.4. Substitute staff removing themselves from the substitute list will need to do so in writing.
2. Superannuated teachers will be considered for the substitute teacher list at the discretion of the Staffing Superintendent.

Date Last Revised: October 2025