



Your Future in MIND

Classified Substitute Handbook

2015 - 2016

GENERAL INFORMATION

Classified substitutes provide temporary replacement service for EIPS permanent employees who are absent from their duties.

Parking at schools can be an issue. If you have not received parking instructions, please check with the school office upon arrival. In these instances, arriving a few minutes earlier is advised.

SCHOOL CALENDARS: Please review the Division Calendar and the Alternative Christian Calendar, which can be found on the EIPS website (eips.ca, search for School Calendar).

COMMUNICATION Internet/Email

On a regular basis, review important notices on the Existing Substitute Information page at eips.ca/existing-substitutes.

To facilitate any permanent personal information changes (address, name, etc.) please direct your change request via email to ginette.wainwright@eips.ca or regular mail to EIPS' Human Resources office.

EMPLOYMENT OPPORTUNITIES

May and June is the main staffing period for the upcoming school year. Substitutes are encouraged to review the Careers page (eips.ca/careers) on a regular basis due to posting deadlines are very short. You can click on the “*Apply Now*” button to apply online. Classified substitutes can apply for jobs that are posted for external applicants.

PROFESSIONAL DEVELOPMENT

Classified substitutes in Elk Island Public Schools are invited to participate in activities that promote professional growth and instructional improvement. Information regarding these and other professional development opportunities is available at eips.ca/existing-substitutes (Technology Skills section).

REPORTING TO AN ASSIGNMENT

Regulations in schools hold for both substitute teachers and classified substitutes. You are expected to be at the school prior to the start time requested by the SubFinder system and remain until the end time of the assignment. Upon arrival at a school for an assignment you should report to the school office.

Office staff and classroom teacher will provide you with information regarding room assignment, directions and where materials may be found. Inquire if there are any students who may have severe allergies or special needs.

A prior phone call to Staff Replacement Support (780-417-8250), should be made to notify of delay in arrival or other extenuating circumstance, should it arise.

PAYMENT OF CLASSIFIED SUBSTITUTES

The rate of payment for day-to-day classified substitutes is \$18.30 per hour (\$18.67 effective September 1, 2015) except for cafeteria positions which are paid \$15.99 per hour (\$16.31 effective September 1, 2015).

The Pay Period schedule is posted at eips.ca/existing-substitutes.

STRATEGIES FOR SUCCESS

- Read the Classified Substitute Handbook, which includes school information and maps. Directions, for the harder to reach schools are posted at eips.ca/existing-substitutes.
- Annually, preregistration is required for the next school year. Follow instructions that are posted in mid-June at eips.ca/existing-substitutes.
- When accessing the Absence Reporting & SubFinder system via the phone or website, take your time and follow the narration/instructions. A Tutorial is available once you have signed into your SubFinder profile online.
- When accepting a SubFinder job via telephone, ALWAYS wait for the job number then press 9 to exit the system.
- On a daily basis, update your Absence Reporting & SubFinder profile via phone or online (examples as follows):
 - accept or reject 'Available Jobs'
 - review 'Current Jobs' that you are required to work
 - if applicable, add 'unavailable' and 'do not disturb' date ranges
- Do not accept an assignment unless you are certain that you can work the shift. Example: You have already accepted a half day shift and another half day shift is being offered to you. Do not take the second shift unless you are certain that you have enough time to get from one school to the other. *Important note: If you are being offered the shift on the same morning as the assignment then review the steps to follow at eips.ca/existing-substitutes (see Last-minute Callouts).*
- It is essential that our substitutes demonstrate flexibility in accepting jobs outside of their area of expertise.
- Contact the Absence Reporting & SubFinder Staff Replacement Support representative at 780-417-8250 if you required assistance.



APPRAISAL OF CLASSIFIED SUBSTITUTE FORM

PART A

Classified Substitute's Name: _____

Address: _____ **Postal Code:** _____

School: _____

Employee Being Replaced: _____ **Job #:** _____

Length of Assignment: _____ **Dates of Assignment:** _____

PART B: **Completed by:** _____ **Date:** _____

Comments on services provided:

(Use reverse if more space required)

PART C: Teacher

Would you like this Classified Substitute in your class again? _____Yes _____No

Teacher's Signature: _____ Date: _____

Original: Classified Substitute. Is a copy being sent to other administrative staff? Who? _____

PART D: Principal

Would you like this Classified Substitute in your school again? _____Yes _____No

Principal's Signature: _____ Date: _____

Original: Classified Substitute Human Resources/Personnel File

See reverse for instructions

APPRAISAL OF CLASSIFIED SUBSTITUTE FORM

Instructions:

Note: The original of this appraisal is to be provided to the Classified Substitute prior to the Principal or Human Resources receiving a copy.

1. If a Classified Substitute has provided service for a teacher for more than 3 consecutive days, the substitute can complete Part A and request that the teacher complete the form and send the original to the substitute. A copy will be forwarded to the principal.
2. A teacher may complete Part B and C at any time to provide feedback to a Classified Substitute on the service that was provided. The form provides the opportunity for feedback on positive service as well as feedback on service that was of concern to the teacher.

The teacher should make 2 copies and seal the original in a plain envelope with the substitute's name on the envelope. This envelope should be sent to Human Resources, attention Director Staff Relations. The address will be added and sent to the substitute.

A copy should be kept by the teacher and a copy provided to the principal no sooner than 3 days later but within a week after sending the form to the Classified Substitute through HR.

3. A principal, the substitute's supervisor, can use the appraisal form to provide feedback directly to substitutes. Whether a principal receives an appraisal form from a teacher or initiates the form, he/she is required to make a recommendation regarding the substitute's future work in the school.

The principal indicates whether a copy of the form is to be forwarded to HR to be added to the substitute's personnel file. The principal may decide that the form will be kept only at the school level, particularly for a minor concern or a first instance.

4. The substitute should follow-up directly with the person who initiated the use of the appraisal form if he/she wants to discuss any information on the form.

Additional comments on services provided: