

Responsibilities of Substitute Teachers

BACKGROUND

Fusion Collegiate recognizes substitute teachers as valued members of the professional learning community who contribute to continuity of learning, student well-being, and a positive school culture. Substitute teachers are expected to demonstrate the competencies of the Teaching Quality Standard, uphold the Code of Professional Conduct for Teachers and Teacher Leaders, and support the vision, values, and Charter mandate of Fusion Collegiate.

RESPONSIBILITIES

1. Substitute teachers are expected to:
 - provide a safe, respectful, and inclusive learning environment;
 - implement the teacher's instructional plans whenever reasonably possible;
 - exercise professional judgment to support student learning and well-being;
 - follow school procedures, including emergency, health, safety, and supervision requirements;
 - communicate significant student, instructional, or safety matters to the Principal or designate and leave appropriate information for the classroom teacher; and
 - seek assistance whenever clarification or support is required.
2. Teachers are responsible for supporting continuity of learning by:
 - preparing lesson plans and instructional materials whenever reasonably possible;
 - providing information regarding schedules, routines, supervision requirements, and any student health, safety, or accommodation needs relevant to the assignment;
 - ensuring confidential student information is shared only as necessary to support students; and
 - reviewing information provided by the substitute teacher and following up on significant matters upon returning to the classroom.
3. The Principal or designate will:
 - provide substitute teachers with school-specific information and expectations appropriate to the assignment;
 - ensure substitute teachers have access to lesson plans, schedules, emergency procedures, and other necessary information;
 - provide support when instructional or student concerns arise; and
 - foster an inclusive and welcoming environment for substitute teachers as members of the professional learning community.

LEGAL REFERENCES: *Education Act, Teaching Quality Standard, Code of Professional Conduct for Teachers and Teacher Leaders*