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|  | <b>Lloydminster Catholic School Division – Administrative Procedures</b> |  |
|                                                                                   | <b>AP 465 – Substitute Teacher Supervision</b>                           |  |
| Related<br>LCSDF AP's                                                             |                                                                          |  |
| Form(s)                                                                           |                                                                          |  |
|                                                                                   | <i>The Education Act, 1995 section 175</i>                               |  |
| Received by the Board:<br>November, 2025                                          | Update:<br>November, 2025                                                |  |

## Background

The Division recognizes the responsibility for teachers to provide supervisory services before and after school, noon hour, and morning and afternoon recess. Believing these are within the duties of a teacher, all substitute teachers will assume required supervisory duties.

## Procedures

1. Substitute teachers will be required to assume the supervisory duties for the teacher they are replacing.
2. Substitute teachers will be notified if they will have supervisory duties at the time of booking.
  - 2.1 The Principal will describe and assign the supervisory duties (e.g indoor or outdoor) to the substitute teacher.
3. The substitute teacher's assigned supervisory duties shall be limited to the equivalent responsibilities of the teacher they are replacing.
4. The Principal may assign a substitute teacher to a low-risk area within the responsibilities of the supervising team.
5. The Principal will have the discretion to relieve a substitute teacher of supervisory duties in extenuating instances (e.g. late, same day call). The principal will implement an alternate school-based plan to ensure all supervisory duties have been assigned.
6. The Principal will develop a school-based procedure to ensure the substitute teacher is prepared to supervise.
7. The Principal will inform teachers of this procedure annually.