

GUEST TEACHERS

Background

In order to provide a continuous, well-directed education program for students, the Division approves the deployment of the best available guest teachers in the absence of the regular classroom teacher. The following procedures govern their deployment and conduct.

Procedures

1. The deployment of guest teachers within a particular school is the responsibility of the Principal or designate.
2. Guest teachers shall be paid in accordance with the current Collective Agreement between the ATA and the Division.
3. Each year Division Office will maintain and make available a list of all approved guest teachers.
4. Guest teachers must be selected from the approved list.
5. Guest teachers must familiarize themselves with the curriculum for the various grade levels for which they seek employment.
6. Guest teachers are expected to fit into the organization of the school when they arrive and to continue the work and activities which they find in progress.
7. Teachers deployed as guest teachers must conform as closely as possible to the established routine of the school and perform such extra duties as normally assigned to the absent teacher.
8. Although the disciplinary problems faced by guest teachers may be more difficult than those encountered by regular teachers, it is expected that guest teachers will exercise exemplary classroom management.
9. Guest teachers are expected to adhere to the same standards of professional conduct and requirements expected of teachers within the Province of Alberta.
10. Files on all guest teachers will be maintained by the Division Office. Guest teachers are required to file copies of credentials including a current Teacher Qualifications Service (TQS) credential, in the same manner as permanent staff.

Reference: Relevant Legislation and Regulations