

## ROLE OF THE GUEST TEACHER

### Background

The success of the District depends to a significant extent upon the caliber of its professional staff. The District expects its guest teachers to demonstrate the academic and professional competencies necessary to work cooperatively with each school, providing instruction of students and ensuring they received an uninterrupted, high quality of instruction. The guest teacher roster is reviewed yearly and those teachers meeting the minimum standards of service, are in good standing on the roster and fulfill District needs, will be invited back to the roster.

The guest teacher roster is the basic form of employment for certificated staff in the District. Access to the guest teacher roster can occur through the following ways:

- Application to the District as a new employee (see application process on the intranet).
- By request, as a retiring or resigning certificated employee in good standing with the District. To determine guest teacher roster eligibility, each departing employee's personnel file is reviewed. The review involves their evaluation status, any discipline they may have received and their attendance. Those employees in good standing over the previous five (5) years are considered for future employment should the District have a need.

### Procedures

#### 1. Annual Orientation

- 1.1 Each year all employees are expected to participate in the Occupational Health and Safety (OHS) seminar. Each August, Human Resources will invite and provide all guest teachers with options on how to participate in the seminar.
- 1.2 It is recommended that guest teachers review their profile to ensure accuracy for job placements. Guest teachers must have the qualifications or experience in a specific subject to be considered for placement.
- 1.3 A minimum of ten (10) jobs per year is required to stay active on the guest teacher roster.

#### 2. Assignments

- 2.1 To access job postings, please follow the [Guest Teacher User Guide](#).
- 2.2 Principals must ensure that regular teachers report their absences to SmartFind Express (SFE) as early as possible. Teachers should report:
  - 2.2.1 Name of school
  - 2.2.2 Day(s) absent
  - 2.2.3 Reason for absence
  - 2.2.4 Subjects taught
  - 2.2.5 Parking stall number (if applicable)

### 3. Arrival at School

It is expected that all guest teachers will be welcomed to their assignment in District schools. Schools are expected to: (where appropriate)

- 3.1 Welcome guest teachers at the beginning of their assignment.
- 3.2 Make available to guest teachers (file to be given to guest teacher upon arrival):
  - 3.2.1 Detailed lesson plans for all classes and school time table
  - 3.2.2 Supervision assignments as required
  - 3.2.3 Seating plan for each class
  - 3.2.4 Direction regarding emergency procedures and special events
  - 3.2.5 Direction regarding unique school operations and procedures
  - 3.2.6 Map of school, including room numbers
  - 3.2.7 Keys as necessary
  - 3.2.8 Guest teacher report sheet
  - 3.2.9 An administrative contact
- 3.3 Introduce guest teacher to staff and students.
- 3.4 Communicate other expectations as required.
- 3.5 Guest teachers are required to wear their ID Card provided to them by the District annually.

### 4. Assignable Duties

Guest teachers, like any regular teacher, are subject to having additional duties assigned as events warrant. The principal determines the needs of the school and who is best suited to fulfill any additional duties. This may include additional supervision or internal coverage that any teacher in the school may be considered for.

### 5. Compensation

- 5.1 Guest teachers will be compensated as per Article V of the Collective Agreement.
- 5.2 Schools that operate on shortened days and are less than 5 hours in total will be considered half days and will be compensated accordingly. Guest teachers should inquire with the principal regarding the impact of shortened days as only the defined hours of operation shall be considered.

### 6. Contract Status

As part of the guest teacher pool, guest teachers have access to the following forms of employment:

- 6.1 Day-to-day employment through SmartFind Express (SFE)
- 6.2 Temporary contract employment (SFE system, manual staffing, electronic staffing)
- 6.3 Probationary contract (manual staffing, electronic staffing)

Guest teachers who have entered the pool via retirement or resignation are not eligible to participate in electronic staffing.

Please note that at the beginning of year the District may implement a priority-based system for assigning jobs requested in SFE. This may involve placing regular guest teachers before retired guest teachers or restricting access for a period of time (i.e., September and October).

## 7. Guest Teacher Incident Report

7.1 The principal must report any issues or concerns regarding guest teachers immediately to the Director, Human Resources and area superintendent or area director via email with the appropriate incident report form.

7.1.1 Incident reports must be communicated to the guest teacher by the principal.

7.1.2 The principal has the authority to request a guest teacher not be assigned to their school as part of the incident report.

7.1.3 A guest teacher may be removed from the guest teacher roster for a period of time

Approval Date: April 29, 2020

Reference: *Education Act*, SA 2012, c E-0.3  
*Certification of Teachers and Teacher Leaders Regulation*, AR 84/2019  
*Practice Review of Teachers and Teacher Leaders Regulation*, AR 92/2019  
Minister of Education: Order on Student Learning, Ministerial Order (#001/2013)  
Minister of Education: Teaching Quality Standard  
Alberta Education: Guide to Education ECS to Grade 12  
Calgary Catholic School District: Collective Agreements  
The Alberta Teachers' Association, Local 55