



## ***HR MEMORANDUM***

### **RE: Application for Substitute Teacher**

Applications are to be submitted online through Apply to Education. Applicants shortlisted will be contacted.

Please submit the **required** documents noted below:

- Current Vulnerable Sector Check
- Current Intervention Record Check
- Valid Alberta Teaching Certificate (from Alberta Education, Office of the Registrar)
- Copy of most recent Academic Transcript (for all post-secondary education). If your transcript is incomplete because the final year is still in progress a partial transcript will be accepted in the interim.
- Resume
- Completion of the enclosed Substitute Teacher Application Form
- Three letters of Reference

*\*Employment is subject to a receipt Vulnerable Sector check and Child Intervention check.*

Also enclosed in this package you will find:

- Record Checks Procedure

Procedures defining the expectations and supports for substitute teachers are outlined in [Administrative Procedure 460](#).

If you have any questions, please contact Human Resources:

Phone: (780) 723-4471

Email: [hrrsupport@gypsd.ca](mailto:hrrsupport@gypsd.ca)



For salary purposes, the following is also **required**:

- Proof of Teaching Experience (Sub teaching experience doesn't count)  
***Kindly obtain letters of experience from your previous employers***
- submission of a Teacher Qualification Statement (TQS)  
For more information, please visit the Alberta Teachers' Association website at <https://www.teachers.ab.ca/Pages/Home.aspx>

For your information and in accordance with the ATA collective Agreement, substitute teachers are paid sub rate for the first five (5) consecutive days in the same position, however, commencing on the 6<sup>th</sup> day, subs will be paid at their grid placement. Pursuant to the School Act, a teaching contract will be offered including and extending beyond twenty (20) days in the same position.

For substitute teacher daily rate of pay, please refer to the Collective Agreement between The Grande Yellowhead Public School Division and The Alberta Teachers' Association, available on the GYPSD website (see link below).

[ATA Collective Agreement](#)

The payroll period runs from the first of the month to the end of the month with payday being the tenth of the month following.

# Verification of Teaching Experience

This is to certify that \_\_\_\_\_ was employed  
by \_\_\_\_\_ as a teacher **under contract** for the noted period(s) below:

Period of Employment Indicate commencement and termination date.							Nature of Employment Indicate full-time or part-time FTE.	Number of complete full-time school years or number of days if Part-time or a partial year.
yyyy	mm	dd	to	yyyy	mm	dd		

For a total of \_\_\_\_\_ year(s) and \_\_\_\_\_ days.

Last grid rate paid increase was on \_\_\_\_\_ at \_\_\_\_\_ years of education and \_\_\_\_\_ years of service with \_\_\_\_\_ days carried forward to next increment period.

All boxes must be initialed:

- This is to confirm that the aforesaid employment did not include substitute teaching.
- This is to certify that during the periods of teaching aforesaid, the teacher, at all times, and was in possession of a valid teaching credential issued by the appropriate government authority regulating certification of teachers in the jurisdiction in which the aforesaid school jurisdiction is located.
- This is to certify that the above experience was not earned while the teacher held a letter of authority.
- This is to certify that the teacher during all periods of teaching aforesaid was teaching a curriculum approved by the appropriate governmental authority governing the provision of education in the territory in which the school jurisdiction aforesaid was located.

In addition to the above, the aforesaid teacher has been employed as a **substitute teacher** for \_\_\_\_\_ days.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Completion: \_\_\_\_\_



## SUBSTITUTE TEACHER'S APPLICATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Alberta Teaching Certificate # \_\_\_\_\_

### 1. Please choose the respective schools/locations where you are interested in substituting.

#### **Jasper Zone**

- Jasper Elementary (JK-6)                       Jasper Jr/Sr High School (7-12)
- The Learning Connection – Jasper (1-12)

#### **Grande Cache Zone**

- Sheldon Coates Elementary (JK-3)                       Summitview (4-8)
- SonRise Christian Program at GCCHS (JK-6)                       Grande Cache Community High (9-12)
- The Learning Connection - Grande Cache (1-12)

#### **Hinton Zone**

- Crescent Valley (JK-7)                       École Mountain View (FRIM) (JK-7)
- Harry Collinge High (FRIM) (8-12)                       The Learning Connection-Hinton (1-12)

#### **Edson Zone**

- Mary Bergeron Elementary (JK-5)                       École Westhaven (FRIM) (JK-5)
- Fulham (JK-6)                       Parkland Composite High (FRIM) (9-12)
- École Pine Grove (FRIM) (6-8)                       The Learning Connection-Edson (1-12)

#### **Lobstick Zone**

- Niton Central (JK-9)                       Evansview (JK-6)
- Wildwood (JK-6)                       Grand Trunk High (7-12)
- The Learning Connection – Evansburg (1-12)

2. **Are you Bilingual?** (If yes, please state language and if you are fluent in oral and/or written processes) \_\_\_\_\_

**3. Professional Development**

List seminars, workshops, online courses or other professional development attended or completed within the past three years.

Date	Title

Please complete the above and sign acknowledging your consent to allow us to circulate your information to the Principals and Teachers who may require your services.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Signature: \_\_\_\_\_

*This information is collected under the authority of the Freedom of Information and Protection of Privacy Act, s.32(a)(c), s.36, 33(1)(j) and in accordance with the Policies and Regulations of Grande Yellowhead School Division.*



## Record Checks Procedure

[Board Policy 16](#) and [Administrative Procedure 400 - Appendix A](#)

### 1. RCMP Vulnerable Sector Record Check

- go to local RCMP detachment with identification (Driver's License) and this letter
- a form will be provided by the detachment to be completed
- If further authorization is required from the detachment in order to produce the vulnerable sector check, please contact the Human Resources Department

**The RCMP will do one of two record checks:**

- **Name-Based Criminal Record Checks**
  - 1 to 2 weeks to receive the completed certificate
- **Certified Criminal Record Checks**
  - finger prints will be taken at local RCMP detachment
  - finger prints will be provided to individual
  - envelope provided to apply to Ottawa for certificate (include finger prints)
  - 6 to 8 weeks to receive the completed certificate

### 2. Intervention Record Check

- provided by Children's Services office
- completed online
- email [cs.ircnorthcentral@gov.ab.ca](mailto:cs.ircnorthcentral@gov.ab.ca) to request a form
- two pieces of identification will be required e.g. Driver's License, Alberta Health Care Card
- record check may take up to 2 weeks

**Children's Services Offices (only call for additional support)**

Drayton Valley (780) 621-4021

Grande Cache (780) 827-2245

Edson (780) 723-8325

Hinton (780) 865-8321

Jasper - report to Hinton office (780) 865-8321

For more detail information please use the link: [Record Checks](#)