



Reviewed on November 8, 2022

Permanent Substitute/Guest Teacher

Assignment: Contract Substitute/Guest teacher that will be booked in the divisional schools to replace teachers who are absent for Professional Development, meetings, student activities and other staff absences. The teacher must be prepared to travel to any school assigned and the assigned school on any day is the assigned workplace for that day. If there is a situation where you are not booked, you will report to the principal of your home school for your duties for that day.

If a term position comes up in any of the schools, that position will take priority over a single day booking. You will take "six-plus" situations as a priority.

One condition of this position is that you would be considered a divisional employee whose regular work site is undetermined and therefore, mileage is not paid.

Important information for booking a guest teacher:

The guest teacher will use their Outlook account associated with their Lakeshore School Division account to manage their Guest Teaching Bookings.

1. They are to be booked prior to any other substitute on your list.
2. We will prioritize full-days, however, if the guest teachers are not booked for a full-day you may book them for a half-day. A half-day booking may be cancelled if a full day comes up. This would depend on the timing of the booking and the availability to find a replacement teacher. For example, canceling a half day one day prior would be unreasonable. Canceling a half day with five days of notice would be reasonable.
3. The guest teachers will try to balance out their availability to each school over the course of the year.
4. Invite the guest teacher for a Guest teacher booking using an Outlook Calendar. Use their personal Lakeshore emails to extend these calendar invites.
5. Guest teachers will set up their calendar for sharing, so once you accept their invitation to share their calendar you will be able to view their availability in the Outlook Calendar view simply by checking on their shared calendars on the left-hand side of your screen. The guest teacher will accept or decline your invitation based on availability and the fair sharing of their time throughout the schools as identified. It is not strictly a first-come, first-served basis, although it is important to book early as once a date is booked, it will be unavailable unless an emergency arises.

6. The guest teacher will take “six-plus” situations as a priority. If individual days are booked when a six plus situation arises the guest teacher will notify the school and the school will need to rebook a substitute teacher.
7. While you may confer with the guest teacher by phone at times to discuss bookings and availability, in the end you must ensure the booking is extended by calendar invite and accepted so that everyone is aware of the booking on the shared calendar.
8. Only principals and secretaries are to book the guest teachers and view the shared calendar as some of the information on the shared calendar will be private and confidential. (e.g. subbing for a teacher on medical leave)
9. The guest teacher is also entitled to sick leave and personal leave, so there may be times they may need to cancel due to personal reasons-just like our other staff.
10. Primarily, the guest teacher is responsible for managing their schedule with the Outlook Calendar provided as the communication tool.