

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations Non-Certificated Classroom Supervisors PER #34

Reviewed: February 2025

Background

Christ The Redeemer (CTR) Catholic Schools strives to recruit and retain high quality substitute teachers in each of our communities. At times, non-certificated classroom supervisors (NCCSs) may be required due to a shortage of certificated teachers in a community. NCCSs supervise entire classes for an extended period of time following the plans left by the teacher. CTR Catholic will only use an NCCS after careful selection and orientation and only when a certificated teacher is unavailable.

Educational Assistants (EAs) within Christ The Redeemer Catholic Schools often hold dual roles, with some also trained as NCCSs. EAs have critical and specialized responsibilities that are integral to the effective functioning of our schools and student success. As such, reassigning an EA to fulfill an NCCS role shall only occur in extreme circumstances due to the disruption it will cause to the students they usually work with. In these extreme circumstances, the following procedure must be followed.

Procedures

1. NCCSs new to CTR Catholic will be:
 - Interviewed by local administrators; and
 - Provided an orientation by the Superintendent or designate.
2. Principals, or their designate, will contact an NCCS for coverage only after determining that a certificated teacher is unavailable as below:
 - Efforts must first be made to employ an external NCCS. External NCCSs will be employed for a minimum of two hours. The number of hours including a 15-minute orientation shall be recorded on the NCCS's timesheets and submitted to payroll. When working a full day, an external NCCS is entitled to a half-hour unpaid lunch.
 - If an external NCCS is not available, support staff trained as an internal NCCS can be employed, but only in half or full school day increments (i.e. for a minimum of 3.5 hours). Internal NCCSs will receive a two-dollar stipend in addition to their hourly wage. The stipend is non-pensionable (for LAPP purposes) and non-vacationable, and the number of hours shall be recorded on the NCCS's timesheet and submitted to payroll.
3. Principals, or their designate, must supervise an NCCS on a regular basis throughout the day. An NCCS will not be placed in a learning environment where the activity poses increased risk to student safety.
4. Principals, or their designate, must ensure that all NCCSs:
 - Report to the school principal, or designate, 15 minutes in advance of the start of class for an orientation;
 - Review the substitute plans and the Overview of Role document in the office with the principal, or designate;
 - Provide notes on the plan about the progress of the students and other observations;
 - Provide the instructions left to students from the classroom teacher and use the examples and processes provided;

- Not instruct curriculum, assess student progress, alter the plans or supplement with additional resources or provide information to parents;
- Contact the office for issues identified on the Overview of Role document; and
- Report their departure at the end of the day and complete necessary paperwork.