



HR MEMORANDUM

RE: Application for Substitute Teacher

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

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

- Vulnerable Sector check
- Child Intervention check
- Alberta Teaching Certificate (from Alberta Education, Office of the Registrar)
- a 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

Also enclosed in this package you will find:

- a procedure outline
- a payroll memorandum (outlining **required** payroll forms)
- a summary of the Alberta School Employee Benefit Plan for substitute teachers.

Procedures defining the expectations and supports for substitute teachers are outlined in Administrative Procedure 460 and are available on our website at www.gypsd.ca.

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

If you have any questions, please contact Human Resources:

Phone: (780) 723-4471

Email: hrrsupport@gypsd.ca



SUBSTITUTE TEACHER'S APPLICATION FORM 2021-2022

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.



Procedures for Implementation of Board Policy 16 and Administrative Procedure 400

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 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



Payroll M E M O R A N D U M

TO: New Substitute Teachers

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>

Please refer to Article V in the Collective Agreement between The Grande Yellowhead School Division and The Alberta Teachers' Association, available on the GYPSD website (see link below).

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 6th 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 Article VIII in the Collective Agreement between The Grande Yellowhead 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.

If you have any questions, please contact Human Resources at hrsupport@gypsd.ca

Subject: ASEBP Supplemental Package Benefits

TO: Casual Employees, Substitute Teachers and Part-Time Employees (ineligible for ASEBP Group Benefits)

We understand the peace of mind health benefits can bring to you and your family. So when you aren't eligible for our group ASEBP benefits or you're serving a waiting period for them, we want you to know you still have coverage options available through ASEBP.

ASEBP's Supplemental Package is meant to provide benefits to you and your family if you fall into one of these employee categories:

- Substitute teacher
- Casual employee
- Part-time employee
- Employee serving a waiting period for ASEBP employer group benefits
- Working retiree, under 70, and not eligible to participate in group employer benefits

The Supplemental Package offers:

- Life Insurance
- Accidental Death and Dismemberment Insurance
- Drug coverage
- Coverage for other medical supplies and services, like massage, physiotherapy, diabetic supplies and much more
- Dental coverage (optional)
- Employee and Family Assistance Program

For full details about eligibility, the benefits provided and how to apply, visit the [Supplemental Package](#) page of the ASEBP website, asebp.ca—you'll find it under My Benefits.

Please note, if you apply and are approved for coverage, you're responsible for your [benefit premiums](#).

Regards,

Human Resources Department



**SUPPLEMENTAL PACKAGE
MONTHLY PREMIUM RATES**

Premium rates effective September 1, 2020 through August 31, 2021		
PACKAGE	COVERAGE	MONTHLY PREMIUM
1	<ul style="list-style-type: none"> • \$25,000 Life Insurance • \$25,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Single 	\$79.50
	<ul style="list-style-type: none"> • With Dental Care Single 	\$149.50
2	<ul style="list-style-type: none"> • \$25,000 Life Insurance • \$25,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Family 	\$180.50
	<ul style="list-style-type: none"> • With Dental Care Family 	\$345.75
3	<ul style="list-style-type: none"> • \$50,000 Life Insurance • \$50,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Single 	\$84.75
	<ul style="list-style-type: none"> • With Dental Care Single 	\$154.75
4	<ul style="list-style-type: none"> • \$50,000 Life Insurance • \$50,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Family 	\$185.00
	<ul style="list-style-type: none"> • With Dental Care Family 	\$350.25

Premium rates effective September 1, 2021 through August 31, 2022		
PACKAGE	COVERAGE	MONTHLY PREMIUM
1	<ul style="list-style-type: none"> • \$25,000 Life Insurance • \$25,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Single 	\$88.75
	<ul style="list-style-type: none"> • With Dental Care Single 	\$165.75
2	<ul style="list-style-type: none"> • \$25,000 Life Insurance • \$25,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Family 	\$201.50
	<ul style="list-style-type: none"> • With Dental Care Family 	\$383.25
3	<ul style="list-style-type: none"> • \$50,000 Life Insurance • \$50,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Single 	\$94.75
	<ul style="list-style-type: none"> • With Dental Care Single 	\$171.75
4	<ul style="list-style-type: none"> • \$50,000 Life Insurance • \$50,000 Accidental Death & Dismemberment (AD&D) • Extended Health Care (EHC) Family 	\$206.75
	<ul style="list-style-type: none"> • With Dental Care Family 	\$388.50