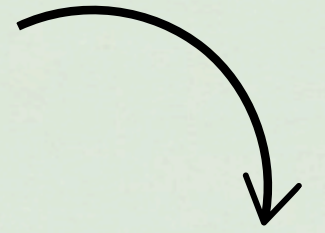


Answering all
your Questions



Click on the icon below:



Substitute Teachers.....



Educational Assistants.....



Bus Monitors.....



Clerical Assistants.....



Spare Bus Drivers.....



Contact Us

hrrsupport@gypsd.ca

Answering all your Questions

Where do I Submit a School Checklist?

A: In Atrieve, you can complete these e-forms to inform schools of your preferred locations for subbing. They can be updated anytime by submitting a new form.

What is the rate of pay for a Substitute Teacher?

A: Please review the [ATA Collective Agreement](#) for specifics on pay.



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What are the pay periods?

A: Substitute teachers are paid from the first to the last day of each month, with direct deposits made on the 10th of the following month.

Can I Submit my Availability?

A: Yes, it is encouraged. In Atrieve, you can submit your availability schedule, which will then be shared with the schools you select.

Do I need to complete a timesheet?

A: No, you do not. The school secretaries will look after this. However, we do recommend you always keep track yourself.



What will I be paid if I work at one school in the morning and another in the afternoon?

A: The minimum substitute teaching rate is 50% of the daily rate. Where a sub teacher works two assignments in any one day the total shall not exceed the daily rate of 1.0.

How many days can I anticipate working?

A: Unfortunately, we cannot provide an exact number, as it will vary based on the specifics of employee absences.



Answering all
your Questions

What does an Educational Assistant do?

A: They assist with personal care and behavior management under the guidance of teachers, principals, and other child care professionals, playing a vital role as part of the collaborative team.

What is the rate of pay for a Casual EA?

A: Please review the [CUPE Collective Agreement](#) for specifics on pay.

What are Clerical Assistants?

A: Individuals who handle various clerical tasks. Including: data entry, general office assistance and essential administrative support. That which contributes to the office's efficient operation.

How do I get scheduled?

A: The secretaries at the schools will call you when days become available. This may be ahead of time or day of.

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Answering all your Questions

What does a Bus Monitor Do?

A: A bus monitor assists children on and off the bus. They supervise them during the ride and ensure they are transferred to the correct parents or guardians.

How do I become a Bus Monitor?

A: Please submit an application to our casual employee posting.

Do I have to drive in all Zones in GYPSD?

A: No, you do not. Spare Drivers are able to submit a school checklist indicating which zones they would like to drive in.

Is training provided?

A: Yes, we have an on-site training team that will ensure you are prepared for your road test.

How am I Scheduled?

A: The transportation office or the bus driver will call you directly.

What are Charter Trips?

A: Charter trips involve private transportation arranged for activities like field trips or sporting events. Spare drivers are eligible to assist with these trips.

What is the rate of pay for a Spare Driver?

A: Please review the [Bus Driver Agreement](#) for specifics on pay.

A Fun fact... Transportation Services currently operates 54 school bus routes within five different zones and communities within Yellowhead County. We transport over 2,200 students over 8,000 km each day.



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