

DVG Substitute Teacher Code of Conduct

The DVG Code of Conduct is meant to serve as a guideline for substitute teachers that are not certified teachers and who are not members of the YTA. This is an abbreviated list of the one that certified teachers are responsible for upholding and are a requirement of the job. Please familiarize yourself with this Code of Conduct and feel free to discuss it with the school administrator if you have questions.

1. The teacher speaks and acts with respect and dignity towards staff and students
2. The teacher respects the confidential nature of information concerning students and may give it only to authorized persons or agencies directly concerned with their welfare.
3. The teacher recognizes that a privileged relationship with students exists and refrains from exploiting that relationship for material, ideological, or other advantage.
4. The teacher is not to criticize the school or its staff to members of the public, but rather, to go through appropriate channels if there is an issue that should be dealt with.
5. The teacher directs any criticism of the teaching performance and related work of a colleague to that colleague in private. They are not to go to the teacher's supervisor without discussing the issue first with their colleague.
6. The teacher does not discuss in depth their personal political, spiritual or religious views when in the school. If a student asks about these topics, the teacher can tell them their affiliation, but should not be led into a deeper conversation about their personal views during school hours or on school-related business.
7. The teacher should leave conversations of a sensitive nature for the regular classroom teacher to lead if possible.
8. At no time should a primary student be left unsupervised in the classroom or anywhere on the school grounds. A teacher is to use the call button located in the classroom to get help from the office if they have to leave their students.

Hiring and Orientation of Substitute Teachers: 2013/2014 School Year

- Each new school year, substitute teacher candidates will need to reapply. The list will be open until we get 6 vetted subs on the list, at which point it will be closed to non-certified teachers
- To ensure that each candidate is right for the school, each applicant will be interviewed. They will need to submit a resume, references, and pass a criminal records check.
- When a substitute teacher is needed, call outs from the sub list will be based on the following in order:
 - a. teacher certification
 - b. seniority/experience at DVG
 - c. relevant experience working with children and educational background
 - d. availability
- Upon starting at DVG - uncertified substitute teachers will be given a brief orientation in regards to:
 - the legal requirements of the job (supervision, code of conduct for both staff and students, emergency response plans)
 - Confidentiality requirements
 - Basic classroom management tips
 - Basic tips on teaching a lesson