

	<b>Lloydminster Catholic School Division – Administrative Procedures</b>	
	<b>AP 440 – Teacher On Special Assignment</b>	
Related LCSDF AP's		
Form(s)		
References:	<i>The Education Act, 1995</i> sections 85, 87, 175, 215, 231 Local Collective Bargaining Agreement for Teachers, August 1, 2016-July 31, 2022 section 6	
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**Background:**

To provide the means of a teacher to assume responsibilities in a school or school division for instructional leadership, curriculum development, the management of staff, and the academic and pastoral work of the school or school division. The positions may vary in type depending upon the identified need and the structure of the service, including: Lead Teacher, Coordinator, Instructional Design Team Supervisor, etc.

**Procedures:**

The Director of Education may appoint a teacher to a “special assignment” with responsibilities defined to meet the needs of a school or the school division.

1. The Director shall determine the establishment of new “Special Assignment” positions.
2. The Director may appoint an alternate for the period of absence of a teacher on Special Assignment who is ill or who is granted leave of absence.
3. In the event of resignation by a teacher on Special Assignment during the academic year, or during the vacation prior to the opening of school, the Director may appoint a teacher on Special Assignment as an acting assignment to serve until the end of that school year.
4. A teacher on Special Assignment shall be appointed for one (1) year terms and may apply for re-appointment.
5. The Director of Education, in consultation with central office and school-based administration, may fill a position using one of following structures:
  - 5.1. Appoint an identified teacher to the position;
  - 5.2. Advertise a formal, internal call for applicants, short list and interview; or
  - 5.3. Advertise externally for applicants, short list and interview.
6. The position will be designed to meet the desired outcomes from identified organizational need, including the determination of each the following:

- 6.1. Salary: Salary will be determined based upon specific job requirements with two identified adjustments (5% and 10%). The expectations of the position for time outside the instructional day instruction (eg. Evenings, weekends, holidays), the scope of responsibility (management of staff, ministerial reporting, etc.) will determine the adjustment.
  - 6.2. Time Allocation: The time allocation will be designed to provide the teacher with the best match between instructional release time and matching the requirements of meeting the identified outcomes.
7. At the completion of the Special Assignment, the teacher will return to a position in the school division best matching the teacher's background and experience, and the instructional needs within the school division.
8. The position will be assigned to report directly to a Deputy Director, Director of Education and/or designate.
9. Performance Evaluations for Consultants and Coordinators
  - 9.1. Performance evaluation of coordinators shall be carried out for the primary purpose of developing, implementing and maintaining a superior program of education, consistent with the curricular requirements of the Saskatchewan Ministry of Education and legislative requirements.
  - 9.2. The major guides with respect to employee performance shall be the Education Act, administrative procedures, the applicable role description and the contract of employment.
  - 9.3. The Director is responsible for enacting a program of staff evaluation defining the duties of Deputy Director with respect to evaluation and their respective role descriptions.
  - 9.4. The Deputy Director shall be responsible for developing program goals each school year with the coordinators who report to them.
  - 9.5. Evaluation shall be conducted with:
    - 9.5.1. All coordinators in the first year of appointment to a position;
    - 9.5.2. A coordinator on whom the Deputy Director or the Director requests a report; or
    - 9.5.3. A coordinator who requests an assessment.