



## PROCEDURE

HR105

### Term Appointments — Central Support Staff

**Board Received:** March 30, 2015

**Review Date:** April 2019

#### **Accountability:**

1. Frequency of Reports – As needed
2. Criteria for Success – Program enhances curriculum

#### **Procedures:**

1. In order to carry out its policies involving program development, implementation, evaluation and other activities relating to regular and special education programs and staff development, the Board will approve all term appointments identified in this procedure. The successful candidate, internal or external to the board, is governed by the staffing procedures as outlined in the Collective Agreement appropriate to that staff member.

##### **a) Coordinator**

Coordinators will be appointed, in numbers to be determined by the Board, to assume program/divisional responsibilities according to identified needs.

##### *Term of Appointment*

Coordinators will be appointed for an initial term of four years. At the end of this term, the individual may be appointed for one additional term of one, two or three years, on the recommendation of Executive Council and confirmation by the Board. At the end of his/her term, the individual may be assigned to a position in accordance with the arrangements which were confirmed in writing at the time of the original appointment, or to a classroom teaching position, or to any other position determined through regular application procedures. Re-application to this position can only occur after an intervening experience of at least two years.

##### **b) Teacher Consultant**

Teacher Consultant roles may include, but are not limited to, literacy/numeracy, special education and student success.

##### *Term of Appointment*

Teacher consultants will be appointed for an initial term of three years. At the end of this term, the individual may be appointed for one additional term of one or two years, on the recommendation of Executive Council and confirmation by the Board. At the end of his/her term, the individual may be assigned to a position in accordance with the arrangements which were confirmed in writing at the time of the original appointment, or to a classroom teaching position, or to any other position determined through regular application procedures. Re-application to this position can only occur after an intervening experience of at least two years.

c) **Principal Leader**

Principal Leaders will be appointed for an initial term of three years. At the end of this term, the individual may be appointed for one additional term of two years, on the recommendation of Executive Council and confirmation by the Board. At the end of his/her term, the individual will return to a position of principal within the Grand Erie District School Board.

Re-application to this position can only occur after an intervening experience of at least two years.

d) **Positions Created by Special Project Funds or System Initiatives**

*Term of Appointment*

These individuals will be appointed for an initial term of up to one year. At the end of this term, the individual may be appointed for additional terms of one year, on the recommendation of Executive Council and confirmation by the Board. At the end of his/her term, the individual may be assigned to a position in accordance with the arrangements which were confirmed in writing at the time of the original appointment, or to a classroom teaching position, or to any other position determined through regular application procedures. Re-application to this position can only occur after an intervening experience of at least two years.

2. Additional Information

- a) All term appointments will end on June 30<sup>th</sup>.
- b) When an employee is given a term appointment in mid year, the term will end on the June 30<sup>th</sup> following the original term length.
- c) When an employee on a term appointment takes a statutory leave or leave of absence during their term, the end date of the term will not change.