



# PROCEDURE

# HR-021

## TERM ASSIGNMENTS – CENTRAL SUPPORT STAFF

<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2019/06/24
<b>Last Updated:</b> 2023/12/21	<b>Next Review Date:</b> 2028/08/28

### Purpose:

To outline Grand Erie District School Board (Grand Erie) system teaching and administrator positions and their terms.

### Guiding Principles:

System positions are created to support students and schools in priority areas and subject to funding.

#### 1.0 Coordinator

Coordinators will be assigned an initial term of three years. At the end of their term, the Coordinator may be assigned to a position in accordance with their collective agreement provisions. Employees may reapply to this position following the end of their term.

#### 2.0 Teacher Consultant

Teacher Consultants will be assigned for an initial term of three years. At the end of their term, the Consultant may be assigned to a position in accordance with their collective agreement provisions. Employees may reapply to this position following the end of their term.

#### 3.0 Principal Leader

Principal Leaders will be assigned for an initial term of three years. At the end of their term, the Principal Leader will return to a position of School Administrator within Grand Erie. Employees may reapply to this position following the end of their term.

#### 4.0 Positions Created by Special Project Funds or System Initiatives e.g. (Instructional Coach or Itinerant Teacher)

Employee(s) will be assigned for an initial term of up to two years. At the end of this term, the employee(s) may be assigned for an additional term of one year, on the recommendation of Executive Council. At the end of their term, the employee(s) may be assigned to a position in accordance with their collective agreement provisions. Employees may reapply to this position following the end of their term.

#### 5.0 Assignment Duration

5.1 All term assignments will end on June 30<sup>th</sup>.

5.2 When an employee(s) is given a term assignment in mid-year, the first term will begin on the September 1 of the following year.

5.3 When an employee(s) on a term assignment takes a non-statutory leave or leave of absence during their term, the end date of the term will not change.