

## PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

<b>POLICY ITEM: Professional Staff Secondment</b>	<b>CODE: GCBD</b>
<b>LEGAL STATUS: Board Motion #80.06, #22.14</b>	<b>DATE APPROVED: 27 Mar 06, 27 Jan 14</b>

**Background:** The Board of Education is willing to assist the Ministry of Education, the Department of National Defence and other educational agencies in providing educational leadership through its support of the teacher secondment program. This program allows these agencies to temporarily hire qualified and experienced teachers from our school division to provide leadership and service.

**POLICY:** **The Director of Education is responsible to present full-time/part-time secondment requests to the Board of Education. The Board of Education will judge each request for secondment on its own merit.**

- Guidelines:**
1. The Director of Education or designate is responsible to co-ordinate all secondment contracts.
  2. The Director of Education or designate will inform all employees of the various secondment programs.
  3. Any teacher interested in applying for a secondment position should first notify his/her principal and then notify the Director of Education or designate.
  4. Any principal or administrative council member should first notify the Director of Education.
  5. Applications for secondments are to be submitted by April 30<sup>th</sup> for the following school year.
  6. Under exceptional circumstances, secondments may be considered at a time other than the following school year. If approved, such secondment start and end dates will attempt to minimize the impact on students and student learning.
  7. Successful teacher applicants are guaranteed a teaching position in the school system upon their return. However, each successful applicant is NOT guaranteed his/her original teaching assignment.
  8. Successful administrative applicants are guaranteed an administrative position in the school system upon their return.  
However, each successful applicant is NOT necessarily guaranteed his/her original administrative assignment.
  9. Secondments will be considered for up to two years of service. In the event that the agency and teacher requests an extension beyond the normal two year designation, it is expected that the school board will review the request for extension and notify the employee of their

decision.

10. All successful applicants are expected to remain as members in full standing with their respective organizations. (LEADS; STF, PAATA, etc.) These organizations are responsible to facilitate ongoing communication with each seconded teacher/administrator.
11. The Director of Education or designate will serve as the contact for all seconded staff members. The only exceptions are those matters that are the responsibility of the LEADS, STF or PAATA.