



# PROCEDURE

# HR-021

<b>TERM ASSIGNMENTS – CENTRAL SUPPORT STAFF</b>	
<b>Superintendent Responsible:</b> Superintendent of Human Resources	<b>Initial Effective Date:</b> 2019/06/24
<b>Last Updated:</b> 2019/06/24	<b>Next Review Date:</b> 2023/12/22

**Purpose:**

To outline the central teaching and administrator positions and their terms. These positions are subject to funding.

**Guiding Principles:**

- 1.0      **Coordinator**  
 Coordinators will be assigned an initial term of three years. At the end of this term, the Coordinator may be assigned for one additional term of one, two or three years, on the recommendation of Executive Council. At the end of their term, the Coordinator 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.
  
- 2.0      **Teacher Consultant**  
 Teacher Consultants will be assigned for an initial term of three years. At the end of this term, the Consultant may be assigned for one additional term of one or two years, on the recommendation of Executive Council. At the end of their term, the Consultant 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.
  
- 3.0      **Principal Leader**  
 Principal Leaders will be assigned for an initial term of three years. At the end of this term, the Principal Leader may be assigned for one additional term of two years, on the recommendation of Executive Council. At the end of their term, the Principal Leader will return to a position of school administrator within the Grand Erie District School Board (Grand Erie). Re-application to this position can only occur after an intervening experience of at least two years.
  
- 4.0      **Positions Created by Special Project Funds or System Initiatives**  
 Employee(s) will be assigned for an initial term of up to one year. At the end of this term, the employee(s) may be assigned for additional terms 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 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.
  
- 5.0      **Additional Information**
  - 1.1.      All term assignments will end on June 30<sup>th</sup>.

- 1.2. When an employee(s) is given a term assignment in mid-year, the term will end on the June 30<sup>th</sup> at the end of the original term length.
- 1.3. When an employee(s) on a term assignment takes a statutory leave or leave of absence during their term, the end date of the term will not change.