

IN-SCHOOL CO-ORDINATORS

Background:

In-school co-ordinators may be appointed to provide leadership in schools.

Procedures:

1. The principal shall identify if co-ordination is required to provide effective instruction within the school.
2. The principal shall use the formulas for co-ordinator allowances provided in the [Teachers' Collective Agreement](#).
3. The principal shall include co-ordinator allowances in the school budget.
4. The principal shall advertise available co-ordinator positions within the school.
5. All teachers wishing to be considered for co-ordinator positions shall apply in writing to the principal.
6. The principal shall interview candidates and select co-ordinator(s).
7. All appointments to in-school co-ordinator positions shall be for a defined term and opened for competition at an appropriate time.
8. The in-school co-ordinator shall complete the [Co-ordinator's Allowance Notification Form](#) (Form 425-1) for salary purposes. The principal shall submit the form to the Associate Superintendent of Human Resources.
9. The in-school co-ordinator shall perform those duties assigned or delegated in consultation with the principal. The duties and responsibilities may vary based on the needs of the school.

Reference:

Section 52, 53, 196, 197, 204, 222, 225 *Education Act*
Collective Agreement