

Administrative Procedure 413 - Classroom-Sharing or Transition to Part-Time Status

Background

The Division recognizes that there are circumstances where classroom-sharing by teaching staff or a transition to part-time status may be in the Division's best interests. Approval for classroom-sharing is the responsibility of the Superintendent. The process to consider classroom-sharing or part-time status is generally done in consultation with the department supervisor or Principal and affected staff.

Procedures

1. A request to classroom share will normally be initiated by the employees and/or Supervisor.
2. School principals shall approve classroom-sharing arrangements and shall inform the Assistant Superintendent of Human Services where full-time teaching staff are transitioning to part-time status.
3. Criteria for approval will include, where applicable:
 - 3.1 the best interests of the students.
 - 3.2 the compatibility (philosophy, teaching styles, personality, etc.) of the cooperating teachers.
 - 3.3 organizational (timetabling, etc.) considerations.
4. Classroom-sharing shall be on a year-to-year basis and be reviewed annually prior to April 30 for the following school year.
5. When one co-operating employee is unable to fulfil their duties for any reason, it is expected the other employee will, with commensurate pay, take over the responsibilities unless there are valid reasons for not doing so.
6. Employees in approved classroom-sharing situations shall submit their request, in writing, to the Assistant Superintendent of Human Services with the approval of the school principal. Classroom-sharing assignments shall be done through a letter of assignment on an annual basis.
7. Teachers in a classroom-sharing arrangement or part-time status shall be required to accept a part-time continuing contract if the classroom-sharing arrangement or part-time status is to continue for more than one school year.

Reference: Section Section 18, 33, 52, 53, 196, 197, 205, 222 Education Act

Teaching Profession Act
Ministerial Order 028/2020 – Student Learning
Teaching Quality Standard
Guide to Education – ECS to Grade 12
Collective Agreement

Effective: 1997-03-13

Amended: 2016-09-22; 2022-01-01