

Administrative Procedure 427 - Teacher Exchanges/Secondments

Background

Exchanges/secondments that coincide with the Alberta school year are preferred, to minimize disruption to students/programs.

Procedures

1. The age, grade, and program offerings will be a primary consideration, particularly where exchanges/secondments are for less than a full year, or for parts of two (2) school years. (e.g. January - December)
2. Teachers applying for exchanges/secondments shall have a minimum of five (5) years of continuous successful teaching experience with the Division.
3. Applications for exchange/secondment positions shall be made through the Superintendent, as far in advance as possible, with prior consultation with the staff member's supervisor.
4. The Superintendent has the authority to approve participation in exchange/secondment programs.
5. Exchanges/secondments shall not exceed two (2) years unless approved by the Superintendent.
6. Individuals participating in exchanges/secondments will continue to be employed by the Division and as such will be subject to the salary, benefits and other conditions and terms of employment of the Division.
7. The Division will be fully reimbursed by the exchanging/seconding jurisdiction/organization for all salaries and benefits paid to the seconded individual. In the case of degree-granting institutions the Division may accept reimbursement at less than the full cost of the seconded individual at the discretion of the Superintendent.
8. The Division is prepared to enter into exchange/secondment arrangements, as a receiving educational authority, under the terms as outlined above.

Reference: Section 18, 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Certification of Teachers Regulation 84/2019
Practice Review of Teachers Regulation 92/2019
Ministerial Order 028/2020 – Student Learning
Teaching Quality Standard
Guide to Education ECS to Grade 12
Practice Review Bylaws
Collective Agreements

Effective: 1997-11-13

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