

## **ADMINISTRATIVE PROCEDURE NO. 403**

### **PART-TIME TEACHING ASSIGNMENT**

#### **Background**

Consideration will be given to permanent contract teachers who do not wish a full-time teaching position. Teachers who do not wish to teach full time may request a part-time teaching position. Such an arrangement may permit a balance between job-related duties and personal or family responsibilities.

#### **Procedures**

1. A teacher wishing to request a part-time teaching assignment for the coming school year shall submit their proposal, including a job description, timetable, etc., to the principal prior to April 30.
  - 1.1 Teachers are first required to pursue a job-sharing arrangement through consultation with their school principal. Refer to Administrative Procedure # 404.
2. The principal shall review the proposal, analyze the advantages and disadvantages, and either reject the proposal or recommend it to the Associate Superintendent of Personnel Services for approval.
3. The following guidelines shall be followed when considering a proposal for a part-time teaching assignment:
  - 3.1 The key factor to be considered is the effect of the arrangement on the quality of instruction provided to the students.
  - 3.2 Individual teachers shall teach and be responsible for individual courses with the part-time teaching assignment.
  - 3.3 The arrangement should allow for courses to be spread throughout the week.
4. The Associate Superintendent of Personnel Services may approve the part-time teaching arrangement if it can be shown that a job-share arrangement was explored and is not possible in this specific circumstance.
5. The principal and the part-time teacher shall review the assignment prior to April 30 of each year in order to see that it is still effective and meeting the needs of the school, students and the Division. Failure to review the teaching assignment will result in continuance of the current assignment.

6. A teacher, on a continuous full-time teaching contract, who volunteered for a part-time assignment shall revert back to a full-time teaching position after one year, unless prior to April 30 the teacher requests, is given and signs a continuous part-time contract.
7. Teachers on a continuous part-time contract shall not have their full-time equivalent status vary more than plus or minus .2 full-time equivalent without the mutual consent of the teacher and the principal.
8. Teachers on continuous part-time contracts shall be entitled to preparation time on a pro-rated basis of that provided to full-time teachers with similar teaching assignments.
9. Mandatory attendance during non-instructional times, such as staff meetings, professional development days, faith development days, etc., will be factored into the part-time contract. The principal and the teacher may reach mutually acceptable agreements on these issues, which may include time in lieu or extra remuneration for extra hours.
10. An administrator may initiate part-time teaching assignments.