

COORDINATORS – HIGH SCHOOL

Background

From time to time appointments of school-based coordinators may be made at the high school level. The coordinators shall assist the Principal and Assistant Principal with the implementation, monitoring and evaluation of approved programs.

Procedures

1. The Principal shall determine the need for, the duties of, and responsibilities of coordinators annually. The duties and responsibilities may include, but not be limited to:
 - 1.1 Monitor potential curriculum and program changes;
 - 1.2 Provide teachers with access to necessary instructional resources;
 - 1.3 Participate in the budget process particularly as it relates to material and capital items for specific programs;
 - 1.4 Work with the Principal and teachers on the development of long-range plans, unit plans and tests;
 - 1.5 Analyze the test results after each reporting period in order to identify areas for additional resource allocation;
 - 1.6 Promote the use of technology in the delivery of education;
 - 1.7 Ensure that all curricular policies, plans, monitoring procedures and inventories are filed with the Principal.

Reference: Education Act, SA 2012, c E-0.3
Employment Standards Code
Labour Relations Act
Teaching Profession Act
Collective Agreement