



AP 425 – LEARNING COORDINATORS

BACKGROUND

Recognizing the contribution that learning coordinators make toward better educational opportunities and improved instruction, the Deputy Director approves the appointment of learning coordinators in elementary and secondary schools.

PROCEDURES

1. Subject to the provisions of the LINC Agreement where the Principal requests learning coordinators through the Deputy Director, and the request has been approved by the Director, the number and designation of learning coordinators shall be at the discretion of the Deputy Director.
2. The Deputy Director shall establish guidelines for the allotment of learning coordinators in each school and shall determine the general duties and responsibilities.
3. Any teacher, not including the Principal, Assistant Principal or Vice Principal shall be eligible for appointment as a learning coordinator.
4. Collegiate Principals may allot learning coordinators and learning coordinator assistants in their respective schools in accordance with the following schedule:
 - 4.1.

	Enrolment	Min	Max
Academic	450 - 599	5	5
Collegiates	600 - 1079	6	9
	1080 - 1440	7	10

4.2.

	Enrolment	Min	Max
City Park Collegiate	200 – 280	3	5



4.3.

	Enrolment	Min	Max
Comprehensive	1080 – 1439	8	12
Collegiates	1440 – 1799	10	14
	1800 – 2400	12	18

Elementary appointments will be made in consultation with the Deputy Director.

5. The annual amount of money to be set aside for the payment of learning coordinators shall be in accordance with the current LINC Agreement between the Board and the teachers of the Division.
6. Each collegiate is responsible for establishing Learning Councils.
 - 6.1. The Learning Councils will be established to reflect the unique learning needs of each collegiate and will be designated by the school's administration.
7. Responsibility
 - 7.1. The learning coordinator shall be responsible to the school's administration.
 - 7.2. As a member of the school Learning Council, the learning coordinator will focus on school strategies and procedures that enhance student engagement and success (e.g. share and discuss assessment data with area/group/department members, coordinate professional development opportunities for area/group/department members).
 - 7.3. The learning coordinator shall be responsible for representing area/group/department interests of the school.
8. The distribution of allowances from the money available to each school for the payment of learning coordinators shall be determined by the school's administration subject to final approval of the Deputy Director.
9. The position of learning coordinator will normally be filled by a member of the staff of the school in which a vacancy occurs. Vacant positions will be made known to the teachers through appropriate notice by the school's administration. If the vacant position cannot be filled from current staff of the school, the vacant position may be advertised throughout the school division.
10. Learning coordinators shall be appointed as follows:
 - 10.1. Written applications for the position of learning coordinators are to be addressed to the Principal. The recommended list of Learning Council members of the school is to be forwarded to the appropriate Superintendent of Education for final approval by the end of May each school year.
 - 10.2. The term of office for learning coordinators shall be one year with the commencement date of duties coinciding with school opening in the fall of each year. If a position becomes vacant during the year, the position may be filled on an interim basis by the school's administration.



- 10.3. It is expected that newly-appointed learning coordinators will take every opportunity to promote a smooth transition of coordinator duties during May and June.
- 10.4. Appointment of learning coordinators shall be made by the Deputy Director upon review of recommendations made by the schools' administration.
11. It is recognized that in collegiates, a limited number of assistant learning coordinator positions may be established in order to best serve the learning needs of our schools. The school's administration may establish such positions subject to prior approval of the Deputy Director.
12. Each school administration shall:
 - 12.1. ensure consistent implementation of these procedures.
 - 12.2. ensure that specific duties of the learning coordinators as required in the school are communicated clearly and concisely to the staff.
 - 12.3. ensure, through consultation with the appropriate learning coordinators, the clear and concise communication of specific duties of the assistant learning coordinators.
 - 12.4. review periodically the usefulness and appropriateness of the procedures herein, and to make recommendations regarding same to the Deputy Director.

Date Last Revised: May, 2008