



Implementation Guide for Positions of Special Responsibility in Elementary Schools for the 2023-2024 School Year

Preamble:

The intention of the reallocation of Department Head/Team Leader release is to provide time to offset the workload of elementary teachers. The intention is that the time is used throughout the school year (see article B.24, and Appendix B and C).

Impact on Department Head and Team Leader Positions:

The changes to this article shall have no impact on the current practices in High Schools and Middle Schools regarding how those days are used.

The list of Elementary duties include:

The intention of these changes is to provide release time to elementary schools to support the duties listed below under the supervision of the school's administration.

1. Assisting with collegial coaching.
2. Assisting administration in determining appropriate resources.
3. Organizing and maintaining inventory of resources, supplies, and equipment.
4. Implementing and coordinating curricula.
5. Assessing new resources.
6. Reviewing new curricula changes.
7. Teacher collaboration.
8. Assisting administration with school events.

Release Day allocation process:

The discussion around allocation of these days will take place at the October Staff Meeting. Schools may withhold a portion of the days to address unforeseen needs.

School-based Allocation of Days

Carmi Elementary School

4 F.T.E. T.O.C. days

Columbia Elementary School	6 F.T.E. T.O.C. days
Giant's Head Elementary School	7 F.T.E. T.O.C. days
Kaleden Elementary School	3 F.T.E. T.O.C. days
Naramata Elementary School	3 F.T.E. T.O.C. days
Parkway Elementary School	6 F.T.E. T.O.C. days
Queen's Park Elementary School	6 F.T.E. T.O.C. days
Trout Creek Elementary School	5 F.T.E. T.O.C. days
Uplands Elementary School	6 F.T.E. T.O.C. days
West Bench Elementary School	3 F.T.E. T.O.C. days
Wiltse Elementary School	6 F.T.E. T.O.C. days

Employer Representatives



**Jason Corday,
Assistant Superintendent**

Local Union Representatives



**Alicia Moura
President, OSTU**