

Administrative Procedures Manual	Administrative Procedure 400
	Appendix D
	Part-Time Teaching Assignments
	APPROVED: September 2017
Page 1 of 1	AMENDED/REVIEWED: September 2019, July 2020
LEGAL REFERENCE:	GPPSD ATA Collective Agreement

Background

Due consideration will be given to continuous contract teachers who do not wish a full-time teaching position. Teacher who do not wish to work full-time may request a part-time teaching position. Such an arrangement may permit a balance between job-related duties and a personal or family responsibility.

Procedure

1. Full time teachers working part-time
 - 1.1 A teacher wishing to request a part-time teaching assignment for the coming school year, while retaining their full-time contract status, shall apply in writing to their principal prior to March 31.
 - 1.2 The principal shall review the proposal, analyze advantages and disadvantages and either reject the request or recommend it to the Deputy Superintendent or designate for approval.
2. The following shall be considered when reviewing a request for a part-time teaching assignment
 - 2.1 The key factor is the effect of the arrangement on the quality of instruction provided to the students.
 - 2.2 Individual teachers shall teach and be responsible for individual courses with the part-time teaching assignment.
 - 2.3 The arrangement should allow for course to be spread throughout the week.
3. 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 March 31 the teacher requests, is given and signs a continuous part-time contract.
4. A teacher's request to return to full-time teacher shall not impact existing continuous contract teachers at the present school site, therefore a return to full-time teaching may result in the teacher changing sites.
5. Mandatory attendance during non-instructional times such as staff meetings, professional learning days, etc. will be factored into the part-time contract.