

## **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: Section 18, 20, 60, 61, 113 School Act  
Employment Standards Code  
Labour Relations Act  
Teaching Profession Act  
Collective Agreement