



# Northeastern Catholic District School Board

## PROTOCOL: Secondary School Organizational Units: Department Heads

### IMPLEMENTATION DATE

March 24, 2020

### APPLICATION AND SCOPE

This protocol details the process to be used for the position of Department Heads at O’Gorman High School.

### PROCESS

#### A. Determination of Organizational Units

1. A review of the organizational units will be finalized by May 1 in the last year of the Department Head term, by the Principal and Superintendent of Education.
2. The information determined above, will be shared with the Director of Education and the Association President accordingly.
3. The structure of the organizational units shall be reviewed by the Principal on a regular basis to ensure that the departments are responsive to the needs of the school community.
4. The configuration of the organizational units shall be such that the number of major department heads in any school year shall not exceed five (5).

#### B. Posting

1. Posting procedures will be in accordance with the collective agreement and related NCDSB policies and procedures.
2. In the last year of the three-year term, the vacant or available positions for Department Head will be posted by May 15.

#### C. Term

1. A standard three-year term will begin in September 2021. This strategy will help to maintain accurate records and help to develop a standard posting process for all positions.
2. Beginning in September 2021 – the term for a Department Head will be a three year term.

3. In the event of a Department Head vacancy, the position will be posted and filled for the remaining time of that three-year term.
4. Should a vacancy arise throughout the school year, a posting will be issued as per the collective agreement.

**D. Communication**

1. Staff will be informed of their assignment to a department on or before the start of every school year.
2. The principal will communicate interim changes and matters of the organizational units with all stakeholders as required.

## DEFINITIONS

### Organizational Unit

This refers to the organization of teachers into specific departments as it relates to curriculum subject matters or specific areas of study.

## RESOURCES

*Education Act, Regulation 298*

NCDSB Policy P-9 Recruitment and Selection

## REVIEW CYCLE

Reviewed during the first year of the term (2021-2022 school year)(c)70 Tc 0 Tw 62 0 Td( (0)-4.9 (2)4f).5 (en)5.3 (y)-4.5