



AP 425 – LEARNING COORDINATORS

BACKGROUND

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

PROCEDURES

1. Subject to the provisions of the LINC Agreement where the board provides for a limited number of learning coordinators in schools, 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 Saskatoon School Division No. 13.
2. The Deputy Director or designate 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 or Vice Principal, shall be eligible for appointment as a learning coordinator.
4. Each collegiate is responsible for establishing Learning Councils.
 - 4.1. The Learning Councils will be established to reflect the unique learning needs of each collegiate and will be designated by the school's administration.
5. Collegiate Principals may allot learning coordinators to their Learning Council in their respective schools in accordance with the following schedule:

Enrolment	Min	Max
400 - 599	5	8
600 - 1079	6	10
1080 - 1440	7	12
1440 – 1799	10	14
1800 – 2400	12	18

6. Responsibility
 - 6.1. The learning coordinator shall be responsible to the school's administration.
 - 6.2. 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).
 - 6.3. The learning coordinator shall be responsible for representing the area/group/department interests of the school.



7. 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 or designate.
8. 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.
9. Learning coordinators shall be appointed as follows:
 - 9.1. 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.
 - 9.2. 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 in consultation with the appropriate Superintendent of Education.
 - 9.3. It is expected that newly appointed learning coordinators will take every opportunity to promote a smooth transition of coordinator duties during May and June.
 - 9.4. Appointment of learning coordinators shall be made by the appropriate Superintendent of Education upon review of recommendations made by the schools' administration.
10. Each school administration shall:
 - 10.1. ensure consistent implementation of these procedures.
 - 10.2. ensure that specific duties of the learning coordinators as required in the school are communicated clearly and concisely to the staff.

Date Last Revised: June, 2023