Administrative Procedure 424

TERMINATION OF TEACHING CONTRACTS OR ADMINISTRATIVE DESIGNATIONS

Beliefs

Pursuant to the School Act and Policy 11: Board Delegation of Authority, full authority to decide and implement termination of teacher contracts and/or administrative designations has been delegated to the Superintendent.

Guidelines

1. The Superintendent will provide teachers whose contracts of employment or administrative designations are being considered for termination, an opportunity to be heard by the Superintendent prior to making a final decision in accordance with this administrative procedure.

2. Where the Superintendent will be making a decision on the termination of a teaching contract or administrative designation, the Superintendent will provide the Teacher with a Notice of Consideration of Termination that will include a copy of all supporting documentation and the names of any relevant witnesses.

3. The notice to the teacher regarding the consideration of the Superintendent of the termination of a teaching contract or administrative designation, shall also advise the teacher of the date, time and place of the meeting at which the termination will be considered and the opportunity to make representation to the Superintendent and the right to be represented by counsel.

4. Should the teacher wish to have an opportunity to be heard by the Superintendent at the meeting referred to in Guideline 3 to object to the termination, a written request for such shall be submitted to the Superintendent as soon as possible and in no case less than 24 hours prior to the meeting scheduled pursuant to Guideline 3. The teacher shall also state whether or not he/she will be represented by counsel, provide the names of any other representatives and any relevant material the teacher wishes to have considered by the Superintendent.

5. Scheduling of the meeting/hearing for the Superintendent to consider termination and for the teacher to make representations shall be arranged for the matter to be considered and decided as soon as possible in the circumstances while at the same providing the teacher with a reasonable opportunity to be heard.

6. The decision of the Superintendent on such terminations is final subject only to the teacher’s right of appeal to the Board of Reference per Section 132 of the School Act.

Legal Reference: Section 61, 106-110, School Act
Administrative Procedure 425: Reduction of Teaching Staff