

PERSONNEL

Terms of Secondment Roles – Procedure

1.0 Objective

- 1.1 The District recognizes that recent, relevant and varied classroom and school experiences and instructional leadership practices help strengthen system initiatives and activities, support District priorities and enhance student learning and well-being.
- 1.2 Facilitator/Coach/Trainer and System Lead secondments are important opportunities to:
 - 1.2.1 Build/enhance valuable classroom, school, system department and community relationships and collaboration;
 - 1.2.2 Bring system perspectives and learning back into the classroom/school at the end of the secondment to help build capacity and collaboratively share knowledge and learning to better serve students; and
 - 1.2.3 Support equitable leadership development opportunities for staff across the District, and in a manner consistent with annual learning plans, goals and practices.
- 1.3 This procedure is to be interpreted and applied in accordance with the District's commitment to promoting and upholding Indigenous rights and human rights in all of its learning and working environments. This includes anti-colonial, anti-discriminatory and anti-racist approaches and actions to provide services and employment that are safe, welcoming, respectful, inclusive, equitable, accessible and free from discrimination and harassment consistent with the DDSB's Indigenous Education Policy, the Human Rights, Anti-Discrimination and Anti-Racism Policy (the "Human Rights Policy"), and the Safe and Respectful Workplace and Harassment Prevention Policy.

2.0 Definitions

In this procedure,

- 2.1 Seconded position is a position to which a person is appointed for a specified period of time and which entitles the seconded person to return to a position similar to that held prior to the appointment.

3.0 Procedure

- 3.1 This procedure applies to all internal terms of secondments, including Facilitator/Coach/Trainer and System Lead.

External secondments will be subject to approval through the People and Culture department.

Indigenous Education Department Positions

- 3.2 The District recognizes that existing structures may create, replicate or perpetuate colonial and discriminatory structures and processes that negatively affect Indigenous rights. For decisions related to seconded positions in the Indigenous Education Department, the District will uphold the commitments set out in section 1.2 and will adhere to the Indigenous Education staffing model and related funding. The Superintendent of Education responsible for the Indigenous Education Department may bring forward recommendations from the Indigenous Education Department or through consultation with the Indigenous Education Advisory Circle on how best to meet these requirements and in support of Indigenous students' learning and well-being.

Human Rights Accommodation

- 3.3 The District will meet its duty to accommodate under the Human Rights Code and the DDSB's Human Rights Policy and Human Rights, Inclusive Design and Accommodation Procedure.

Posting Secondment Positions

- 3.4 Secondment opportunities (including vacancies) will be posted through an internal hiring process. Selection processes will adhere to principles of the DDSB's Equitable Recruitment Framework, as appropriate, and are subject to sections 1.3, 3.2, 3.10 and 3.11 of this procedure.

Remuneration

- 3.5 Remuneration of seconded Facilitator, Coach, and Trainer positions are subject to the terms of the Collective Agreement.
- 3.6 Remuneration of seconded System Lead positions will be based on their years of experience and placement on the salary grid for Principals.

Length of Secondment

- 3.7 Facilitator/Coach/Trainers will be seconded on an annual basis for a period of up to five years concluding June 30 of the final year. Annually and by March Break, these seconded positions will be reviewed by Administrative Council where seconded individuals will be provided with a letter from the office of the Associate Director of Equitable Education indicating whether or not the secondment will continue for an additional year.
- 3.8 System Leads will be seconded on an annual basis for a period of up to five years concluding June 30 of the final year. Annually and by April 1, all System Lead positions will be reviewed by Administrative Council and provided with a letter from the office of the Associate Director of Equitable Education indicating whether or not the secondment will continue for the next year.

Feedback

- 3.9 Individuals in seconded positions will receive regular and ongoing performance coaching and feedback to support them in their roles.

Deployment

- 3.10 All staff in seconded positions may be temporarily deployed in schools at any time for any reason.

- 3.11 All secondments are also subject to operational priorities and needs and changes in funding allocations. Therefore, a secondment(s) may be immediately cancelled at any point in a school year. In such cases, the affected individual(s) will be notified in writing.

Secondment Termination or Completion

- 3.12 Individuals in seconded Facilitator, Coach, and Trainer roles will have positions held for them at their home schools. Upon termination or completion of a seconded position, these individuals will return to their designated home school unless they choose to engage in the Transfer Rounds or the Posting Process.
- 3.13 Upon termination or completion of a seconded position, individuals in seconded System Lead roles will be placed in new positions by Administrative Council.
- 3.14 Subject to sections 1.2 and 3.3, Facilitators/Coaches/Trainers or System Leads who commence a leave of absence or who leave their role for another secondment outside of DDSB will give up their seconded role in DDSB.

Eligibility to Apply for Another Secondment

- 3.15 Individuals may apply for a secondment to a different Facilitator/Coach/Trainer or System Lead role without returning to a school-based position. Subject to sections 1.2, 3.2 and 3.3, the total length of the combined secondment cannot exceed five years. In situations where an individual has returned back to a school site for a full school year, the length of the subsequent secondment will be subject to sections 3.7 or 3.8.

4.0 Reference Documents

- 4.1 Policies
[Indigenous Education Policy](#)
[Human Rights, Anti-Discrimination and Anti-Racism Policy](#)
[Safe and Respectful Workplace and Harassment Prevention Policy](#)
- 4.2 Procedures
[Human Rights Inclusive Design and Accommodation Procedure](#)
- 4.3 Other Documents
Equitable Recruitment Framework

Effective Date

1993-03-30

Amended

1996-12-03

1997-09-15

2002-09-16

2003-03-03

2006-08-08

2010-10-14

2016-07-04

2017-04-10

2019-03-20

2020-03-09

2024-02-02

2024-12-04