

Agreement on Support and Supervision of Student Teachers in accordance with Section II of Appendix XXXVIII of the Provincial Agreement

The Eastern Townships School Board and the Appalachian Teachers' Association recognize the great importance of teacher training activities in both the youth and adult sectors of education. This is an important aspect of the learning process for student teachers, and is now an integral part of the practice teaching segment of their training. It is also important for the schools and centres that welcome student teachers, for this provides them with an opportunity to evaluate future teachers.

The School Board and the Association jointly recognize their mutual responsibilities in ensuring the training of new teachers and acknowledge that these responsibilities involve working in concert with the universities.

I. Legal Framework

Education Act:

Section 22 (6.1) reads as follows:

A teacher shall

(...)

(6.1) collaborate in the training of future teachers and in the mentoring of newly qualified teachers;

Provincial Agreement:

Clause 8-2.01 d) *to organize and supervise workplace internships;*

Appendix XXXVIII – General Principles reads as follows:

1- the participation of teachers in this program shall be on a voluntary basis;

Definitions:

Cooperating Teacher – A teacher who has applied for and has been accepted to act as a host teacher for a specific student teacher to carry out a *stage*.

Decentralized funds – Funds that are allocated by the MELS for the support and supervision provided to student teachers minus the \$60 fee per student teacher (see Section VIII of this Agreement), which are sent to the individual schools and centres.

LRC – Labour Relations Committee (of ATA and the ETSB)

MELS – Ministère de l'Éducation, du Loisirs et du Sport

Stage – A specific training period arranged between the host school, the outside institution or university, and a cooperating teacher. It is understood not to be a classroom 'visit' but clearly part of a 'training' experience set up for that purpose and lasting over an extended period.

II. Role of the School Board

In partnership with the Association, to encourage teachers to assume the role of cooperating teachers.

To promote the schools of the School Board as training sites to the universities and other educational institutions.

To receive funds from the MELS and to distribute them in accordance with the « Allocation of Funds » section of this agreement (see Section VIII).

To be responsible for all accounting functions relating to the budget and to provide to the union full account of the funds distributed to teachers each year and those carried forward.

III. Role of the Principal or Delegate

At the beginning of the school year, the principal will disseminate information about teacher training and inform those potentially interested in assuming the responsibilities of cooperating teachers.

The principal shall decide on which applications that he/she will accept and forward to the universities for acceptance. Should the principal not accept and forward an application, he/she shall provide to the teacher written reasons as to why the teacher does not meet the applicable criteria. If the teacher wishes to contest the reasons given, it shall be dealt with at a meeting of the LRC.

The student teacher and the cooperating teacher are under the direct supervision of the principal throughout the *stage*. The principal will oversee the student teacher dossier at the school level and will be the direct liaison with the universities on the one hand and the School Board on the other hand.

The principal must arrange for adequate replacement in case of the absence of the cooperating teacher.

IV. Role of the Student Teacher

To conform to the rules and standards established by the universities and any policies of the School Board.

To collaborate with the cooperating teacher, the principal, and other personnel in the school.

V. Criteria for Selection of Cooperating Teachers

Participation is on a voluntary basis.

The criteria for the selection of cooperating teachers are as follows:

- a) a valid teaching license (*brevet d'enseignement* or equivalent);
- b) a minimum of the equivalent of three years' relevant teaching experience;
- c) an ability and/or desire to work collaboratively with other teachers;
- d) a teaching record demonstrating continuing involvement and/or interest in professional development;
- e) a willingness to participate fully in the support, supervision, and evaluation of the student teacher;
- f) an ability to fulfil the responsibilities listed in Section VI.

VI. Responsibilities of the Cooperating Teacher

- a) To welcome the student teacher into the school.
- b) To act as mentor and provide pedagogical support.
- c) To engage in in-depth discussions with the student teacher on the progress of the *stage*.
- d) To participate in the evaluation of the student teacher, this in concert with the university.
- e) To join the student teacher in exploring the various facets of the profession and the school milieu.
- f) To facilitate the integration of the student teacher into school life.

- g) To share his/her competencies and expertise with the student teacher.
- h) To help the student teacher reach the goals set for each *stage*.
- i) To give the student teacher information concerning available material and resources.
- j) To assure that the student teacher takes charge of the class under the best possible conditions.
- k) To maintain a constant presence in the school when the student teacher is actually teaching.
- l) To notify the faculty advisor and the principal immediately of any major difficulties encountered by the student teacher.

VII. Training of Cooperating Teachers

Each university is responsible, either by itself or in concert with the School Board and its partners, for providing the training program for cooperating teachers working with their student teachers.

Cooperating teachers are required to follow the training program offered by the institutions concerned.

Release time will be provided to the cooperating teachers to support the activities related to the training of student teachers. Such release will be paid from the funds that are allocated for hosting a student teacher. Any other costs associated with the training of Cooperating Teachers will be deducted from the funds provided for hosting a student teacher.

VIII. Allocation of Funds

All decentralized funds will be transferred to the schools that are receiving student teachers.

Notwithstanding the previous sentence, it is agreed that, an amount of \$60 per student teacher will be retained by the School Board in order to help defray administrative costs of the handling of this dossier. However, the amount of the administrative fee may be reviewed annually.

Funds from the 1st year visits from students of Bishop's University shall be used to pay the administrative fee and fees related to any training that Cooperating Teachers incur for

all student teachers from the said university. Once all these fees are calculated, any remaining money will be returned to the host schools according to the number of student teachers present.

The transfer of these funds shall occur within thirty (30) working days of their receipt by the Board from the MELS.

When a student teacher is assigned to two or more cooperating teachers either within the same school (for example, to a cycle team of teachers) or to two or more cooperating teachers in a number of schools, the funds will be distributed on a pro-rata basis depending on the number of days the cooperating teacher worked with the student teacher in question.

Should the cooperating teacher permanently change schools, these funds remain with that teacher. The teacher also retains the right to transfer any materials purchased should he/she change schools permanently, and must inform the Principals concerned of such transfers. The materials are considered as property of the school to which the teacher is assigned. Should the teacher leave the board, all remaining funds and materials will stay in the school in which the teacher was last employed.

The principal, in consultation with the cooperating teacher, will administer the allocated funds, assure that the following guidelines for use are respected, ensure that the allocated amount is respected, and assure that the appropriate procedure is used to report and account for all expenditures.

The funds may be spent for the following:

- a) To provide for training programs associated with the supervision of student teachers;
- b) To pay for supply costs when the cooperating teacher participates in training programs related to his/her role as a cooperating teacher;
- c) To pay for supply costs when the cooperating teacher must meet with the student teacher and/or the student teacher's supervisor;
- d) To pay for supply costs when the cooperating teacher wishes to take compensation in the form of time off, this providing that adequate replacement can be arranged;
- e) To purchase pedagogical materials and/or equipment intended for the class as chosen by the cooperating teacher, and to pay for supply costs when the cooperating teacher requires time to purchase these materials and/or equipment;
- f) To pay for extra costs incurred in the hosting of student teachers such as paper supplies, photocopies, etc.;
- g) Any other use agreed to by the cooperating teacher(s) and the principal.

Cooperating teachers are encouraged to spend their allocations during the school year in which they are received.

Any funds that have been credited to a cooperating teacher that have been unspent by June 30 shall be credited to the teacher for the following school year.

No deficits will be permitted in any given fiscal year. Should a school incur a deficit, the school must reimburse the School Board by June 30.

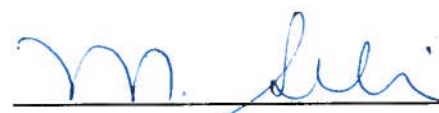
In witness thereof the parties to this agreement have signed in Magog, Québec this

16 day of the month of September 2013.

FOR THE EASTERN TOWNSHIPS SCHOOL BOARD FOR THE APPALACHIAN TEACHERS ASSOCIATION



Jeffrey Pauw
Director of Human Resources



Megan Seline
President, ATA