

THE ROLE OF THE HEAD TEACHER / STAFF ASSISTANT

As Head Teacher / Staff Assistant of a school, this teacher shall, in addition to duties as a teacher which retains priority, assume the following responsibilities subject to the direction and authority of the director general or his/her delegate:

- The function of principal and the accomplishment of such tasks as the Board sees fit to delegate to him/her.
- The application of all regulations, directives and procedures concerning the organization of teaching and student personnel services.
- The implementation of the established day-to-day discipline procedures of the school and the Board.
- The implementation of the established day-to-day safety and health policies of the school and the Board.
- The liaison with parents in conformity with the policies of the school and the Board concerning:
 - a) emergency school closing;
 - b) parent-teacher communication, including reporting to parents;
 - c) teacher-student conflicts;
 - d) distribution of written correspondence between home and school.
- The obtaining of occasional substitutes when required to do so according to the procedures in effect in the school and the Board.
- The performance of all other duties related to the function as Head Teacher/Staff Assistant that may be assigned to him/her by his/her immediate administrative superior.

The nomination of a teacher as Head Teacher/Staff Assistant shall terminate automatically on June 30th.

CRITERIA FOR PROMOTION

- A teaching diploma valid in the province of Quebec.
- A minimum of five (5) years of successful teaching experience is considered an asset.
- The ability to exercise sound, mature judgment.
- That he/she possesses a personality that encourages others to respect his/her professional competence and to seek his/her advice and assistance.
- The ability to motivate others to realize their greatest potential.
- The ability to work well with others.
- The ability to communicate effectively through the use of the written and spoken work.
- Evidence of professional interest.
- Sensitivity and skill in the areas of human relationships and social awareness.

HEAD TEACHER

A teacher who acts under the authority of the principal in a building at the disposal of a school to exercise the duties determined by the board in the case where the school has more than one building at its disposal.

STAFF ASSISTANT

A teacher who acts in the capacity of vice-principal in a school where the number of students does not warrant the appointment of a vice-principal.

The teacher who is appointed staff assistant or head teacher shall receive the following supplement for his or her additional responsibilities:

Period	Amount
As of the 141 st workday of the 2014-2015 school year	\$1 490
As of the 141 st workday of the 2015-2016 school year	\$1 512
As of the 141 st workday of the 2016-2017 school year	\$1 538
As of the 141 st workday of the 2017-2018 school year	\$1 569
As of the 142 nd workday of the 2018-2019 school year	\$1 600

The annual supplements prescribed in this article shall be paid in proportion to the number of workdays during which the teacher is appointed to one of the functions referred to in this article.