

SUBMITTED WITHOUT PREJUDICE AUGUST 8, 2022

Memorandum of Settlement

Between

The University of Toronto Schools

And

**The Ontario Secondary School Teachers' Federation
District 34 - University of Toronto Schools Teachers Bargaining Unit**

- A. The Parties agree to this Memorandum of Settlement as constituting full settlement of all matters in dispute.
- B. The members of the Parties' respective negotiating team hereby agree to unanimously recommend to their principals for ratification a renewal Agreement on the terms set out herein.
- C. The September 1, 2022 to August 31, 2025 Collective Agreement shall be the same as the September 1, 2015 to August 31, 2018 Agreement except as presented in Appendix A: Amended Language (August 8, 2022). Without prejudice and precedent, such document is subject to minor proofreading changes by mutual consent.
- D. The parties recognize that as a result of upcoming negotiations between OSSTF and the Province, the base salary schedule (linked to the corresponding grid for D12 / OSSTF, Article 46:13) will change. These changes will apply to UTS salaries once the UTS D12 Collective Agreement gets ratified.

The parties further recognize that the negotiations between OSSTF and the Province may not conclude before September 1, 2022. Accordingly, and until such time as OSSTF concludes its negotiations with the Province, UTS teachers' base salaries corresponding with the D12/OSSTF, grid will reflect a 1% increase for the 2022-2023 academic year, effective September 1, 2022. Any schedule of salary adjustments reflected in the D12 / OSSTF grid (including any lump sums outside the grid) negotiated by OSSTF and the Province, whichever results in the greater annual salary adjustment for UTS teachers, will apply for the duration of this new Collective Agreement.

- E. Any retroactivity with respect to compensation shall be implemented no later than September 28, 2022.

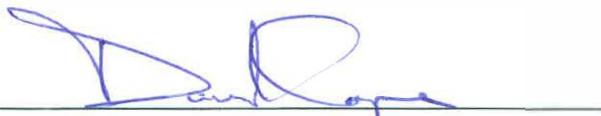
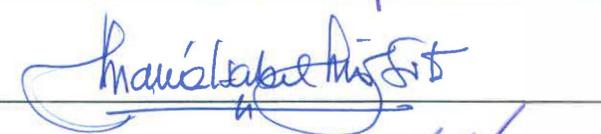
Dated at Toronto this 8th day of August, 2022

On behalf of the University of Toronto
Schools





On behalf of the Ontario Secondary School
Teachers' Federation,
District 34 – UTS Teachers Bargaining Unit



APPENDIX A: AMENDED LANGUAGE (AUGUST 8, 2022)

Global changes

- Update to reflect gender neutral language throughout the CA
- Director of Human Resources to be replaced with “Chief People Officer

LETTER OF INTENT – LAND ACKNOWLEDGEMENT

The parties agree to incorporate the following Land Acknowledgement as a preamble to the Collective Agreement. Accordingly, the following Land Acknowledgement will be placed as the opening paragraph of the Collective Agreement.

We wish to acknowledge the land on which the University of Toronto Schools operates is situated on the traditional territory of many Indigenous nations including the Anishnabeg peoples of the Mississaugas of the Credit, and the Chippewa, as well as the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that the land is covered by Treaty 13 with the Mississaugas of the Credit, and we are grateful to have the opportunity to work on this land.

ARTICLE 10: ARBITRATION

10:02 The arbitration procedure incorporated in this Agreement shall be based on the use of a single arbitrator, either selected on a rotating basis from the panel of arbitrators set out below or mutually agreed upon by the Bargaining Unit and UTS, or a Board of Arbitration as set out in Article 10:07. Panel of Arbitrators: Brian Etherington, Michelle Flaherty, Russell Goodfellow, and Rob Herman. ~~Marilyn Nairn, Kevin Burkett, and William Kaplan.~~

ARTICLE 18: POSITIONS OF RESPONSIBILITY (PoR)

18:01 Positions of Responsibility (PoRs) are positions of academic and program leadership held by Teachers who are members of the Bargaining Unit.

Positions of Responsibility may be department-focused or attached to a school-wide, inter-departmental or a department-specific program, and work in partnership with the Principal and the Administration to accomplish the school’s Vision and Mission and ~~long term strategic plan~~ strategic objectives, including supporting school plans for continuous program improvement and improvement of student life.

Positions of Responsibility – General

18:02 Pursuant to Section 18:01, Positions of Responsibility shall fall into the following categories:

- a) Department Coordinator (DC)
- b) Program Director (PD)
- c) Instructional Leadership Facilitator (ILF)
- d) Program Coordinator (PC)

18:03 Schedule I lists all Positions of Responsibility in place as of September 1, 2022~~15~~, the durations of their terms of appointment and any compensatory release time.

When Positions of Responsibility are created or eliminated ~~asynchronously~~ with this Collective Agreement, a Letter of Understanding will be signed by the parties, by June 28th, confirming the creation and/or elimination of the PoRs for the following academic year, to which an updated Schedule I will be attached. ~~and attached to the CA, before the position is posted, outlining the terms and conditions attached to the Position(s) of Responsibility (i.e. position description, time release, term).~~

18:04 UTS will maintain an updated list of PoRs and an archive of job descriptions for all PoRs and will make the list of PoRs and job descriptions available to the Union.

18:05 When a Teacher is considering accepting a Position of Responsibility, a clear and detailed job description must be available for the Teacher to review. Significant changes to the expectations of duties in a position will be made in consultation with the Teacher and by mutual consent with the BU, as outlined in section 18:17.C.i.

18:06 Only Teachers with five (5) or more years of total teaching experience, who teach a minimum of 60% FTE at UTS will be eligible to hold a Position of Responsibility.

18:074 Duties assigned to a Teacher holding a Position of Responsibility shall not be delegated to other Teachers, except in emergency situations.

18:085 A Teacher holding a Position of Responsibility who does not perform their duties at an acceptable level as outlined in their respective job description ~~school's Guidelines for Positions of Responsibility~~ may be removed from the position prior to the end of their term of appointment.

18:096 Notwithstanding Article 18:08, no Teacher shall be removed from a PoR based on poor performance unless they have been given the opportunity to improve their performance through documented coaching, and useful feedback.

18:10 Teachers holding Positions of Responsibility shall not be responsible for the evaluation of Bargaining Unit members or other unionized employees of UTS.

18:1107 No Teacher shall hold more than one Position of Responsibility at any one time and no Position shall be shared, except in emergency situations and on a short-term basis, or with mutual consent of the Bargaining Unit and UTS.

18:12 Any leave taken during the term of the Position shall be considered as part of the term of the Position.

18:13 An incumbent may re-apply for a Position of Responsibility at the end of the term of appointment. However, where Positions of Responsibility carry specific term appointments, no incumbent may serve for longer than two (2) consecutive terms, as may be applicable.

18:14 Notwithstanding 18:12, if after two consecutive terms no eligible Teacher(s) apply for a vacant Position of Responsibility, the incumbent may continue in their Position of Responsibility on a year-to-year basis, and the position shall be posted at the end of each subsequent one-year term.

18:15 A Teacher may reapply for a Position of Responsibility after having been away from it for a single term.

Organizational Change: Creation, Elimination or Modifications to Positions of Responsibility

18:16 UTS agrees to discuss with the Bargaining Unit prior to the creation of any new Position of Responsibility.

18:17 Financial restrictions, departmental and program reorganizations, the introduction of new technology, or other factors may result in organizational changes and/or the revision of duties and conditions, or creation or elimination of a PoR.

A. Creation of New Positions of Responsibility

- i) In the event that UTS decides to create a new PoR position for the following school year, UTS will provide the Union with written notice of its intention by no later than May 30th. This written notice will indicate the purpose of the new position and provide a job description outlining duties, time release and term of the position.
- ii) Any new PoRs shall have a maximum pilot trial period of one (1) school year (September 1 to May 30).
- iii) UTS will assess the relevance and value of any new PoR position within the context of the school's long-term Strategic Objectives by the end of the pilot/trial period and make a decision to continue, modify, or eliminate the position for the following school year. Written notice of the decision will be provided to the Union no later than May 30th.
- iv) For the pilot year period, time release sections will be filled by way of a Long Term Occasional (LTO) assignment.
- v) After the pilot/trial year of a new PoR and careful assessment by UTS, if the position continues to be relevant and valuable to the school's Vision and Mission and long-term Strategic Objectives, any time release instructional period(s) associated with it shall become BU section(s), to be staffed by a BU member.

B. Elimination of Positions of Responsibility

- i) UTS agrees that it will not eliminate a new PoR once it is approved and continues beyond the pilot period, unless there is a legitimate operational/programmatic

reason to suspend the program and eliminate the PoR position attached to it. In this case, the Chief People Officer will notify the Union and meet with the Union, and the affected Teacher to explain the School's decision.

- ii) Further to the above, in the event that UTS considers elimination of an existing PoR, the potential impact on the current Teacher holding the PoR will also be considered. In such cases UTS will provide written notice simultaneously to the Union and the current Teacher holding the PoR of the intention to eliminate the position. Subsequently, the Chief People Officer and a member of the school's Administration with a relevant connection to the position will meet with the Teacher holding the PoR no later than the final Thursday of May. The meeting will provide information to the Teacher regarding the reasons for the elimination of the PoR as well as to provide constructive feedback on the performance of the Teacher during their term in the PoR role.

C. Change to Instructional Release Time, Duties and/or Term

i) Changes during the course of a PoR Term:

In the event that UTS decides to change substantial aspects of the job description during the course of a PoR Term, the potential impact on the current Teacher holding the PoR will also be considered. In such cases, the same steps will be followed as in B.ii, above: written notice to the Union and the Teacher holding the PoR, and a subsequent meeting will be scheduled with the Teacher and the Union, to take place no later than the final Thursday in May. Changes in these circumstances will require the mutual consent of UTS and the Union. An updated job description for the position capturing the changes will be developed and shared with the Union and the Teacher.

ii) Changes at the end of a PoR Term:

In the event that UTS desires to change any aspect of the job description at the end of PoR Term, and in preparation for the next appointment (i.e. to make changes that will come into effect at the next school year with a new incumbent), the Principal and/or Chief People Officer will provide written notice to the Union and meet with the Union to explain the changes that are being considered. An updated job description for the position capturing the changes will be developed and will accompany the job posting for the PoR.

D. When a Teacher Vacates a Position of Responsibility During the Term

- i) A Teacher with a PoR may leave that position during the term of the PoR without any penalty and instead return exclusively to teaching duties at their current FTE. In the event that a Teacher leaves a Position of Responsibility during the term, UTS may opt to:
 - i. post the position and appoint another Teacher for the remainder of the Term, or
 - ii. redesign the Position of Responsibility and its job description and post it for a 1-year trial period, or
 - iii. eliminate the Position of Responsibility altogether.

Department Coordinators

18:1808 Department Coordinators will demonstrate leadership in the following key areas:

- a) Collaborating with colleagues in the process of curriculum and program development, assessment, evaluation and instructional innovation, and guiding their practical application in support of consistent program delivery, and UTS' strategic plans;
- b) Mentoring and supporting the professional practice of UTS Teachers;
- c) Coordinating the implementation of Ministry of Education requirements; and
- d) Collaborating with UTS in realizing UTS' Vision and Mission and accomplishing the school's strategic objectives ~~goals of the strategic plans.~~

18:1909 A Teacher appointed to the position of Department Coordinator shall hold Specialist or Honour Specialist qualifications or a combination of academic qualifications and teaching experience in at least one of the subjects in the Department to which the Teacher is appointed.

~~18:10 Only Teachers who teach a minimum of 60% FTE with UTS will be eligible to hold a Department Coordinator position.~~

~~18:204 Department Coordinators shall perform leadership duties as outlined in in their job description, which may be amended from time to time, in accordance with 18:17.C. Article 18:08, directed by the Principal.~~

~~18:12 An incumbent may re-apply for a Position of Responsibility at the end of the term of appointment.~~

~~18:13 Any leave taken during the term of the Position shall be considered as part of the term of the Position.~~

Program Directors

18:2144 Program Directors are Positions of Responsibility attached to a school-wide, inter-departmental or a department-specific program, and work in collaboration with the Principal or their designate(s) to accomplish UTS' Vision and Mission and long-term strategic plans. As well, Program Directors are specialists in their respective fields, bringing focused expertise to support continuous program improvement and the logistics of student activities. Accordingly, generally Program Director positions may carry continuing terms.

18:22 A Teacher appointed to the position of Program Director shall hold Specialist or Honour Specialist qualifications or a combination of academic qualifications and experience, demonstrating a high level of expertise in the Program area as outlined the job description assigned to the position.

18:2345 Program Directors in place as of September 1, 2022, shall be compensated in accordance with Schedule I for fulfilling their duties, as outlined in their job description, which may be amended from time to time, in accordance with 18:17.C.

18:2446 Program Directors shall be invited to participate in Department Coordinator meetings.

Instructional Leadership Facilitators

18:25 Instructional Leadership Facilitators work in partnership with each other and members of the Academic Leadership Team (i.e. Principal, Vice-Principal, or an academic administrator) to co-lead and support strategic initiatives undertaken by UTS in areas relating to the academic program and university partnerships, including research.

18:26 A Teacher appointed to an Instructional Leadership Facilitator position shall hold Specialist or Honour Specialist qualifications or a combination of academic qualifications and teaching experience, and perform leadership duties as outlined in their job description, which may be amended from time to time, in accordance with 18:17.C.

Program Coordinators

18:27 Program Coordinators work under the general direction of the school's Administration to support the school's students as well as different co-curricular programs.

18:28 A Teacher appointed to a Program Coordinator position shall perform leadership duties as outlined in their job description, which may be amended from time to time, in accordance with 18:17.C.

Recruitment and Selection – Positions of Responsibility

~~18:17 UTS agrees to discuss with the Bargaining Unit prior to the creation of any new Position of Responsibility.~~

18:29 All vacancies for Positions of Responsibility shall be posted internally for seven (7) school days. If there are no qualified internal applicants selected, UTS shall advertise for and hire an external candidate for the position.

18:30 When a vacancy for a Position of Responsibility exists, an interview panel will be convened by the Principal. Teachers may be invited to suggest candidate criteria and provide input on the needs of their respective departments/programs. No Teacher shall be a member of an interview panel.

18:31 For external postings, seconded teachers and Occasional Teachers shall be eligible to apply.

18:32 The interview panel shall establish interview questions and participate in the interview process.

18:33 The final decision on the selection and appointment of the successful applicant is the exclusive responsibility of the Principal.

Interim Appointments – Positions of Responsibility

18:34 Interim appointments shall be made to fill a vacancy that occurs or exists after July 1 or where no candidate was selected further to an internal and/or external search. Such appointments shall be for the duration of the school year only, or until a candidate is appointed to the Position of Responsibility.

18:35 A Position of Responsibility which becomes vacant during the school year and remains vacant for more than 30 calendar days will be filled on an interim basis.

18:36 Where for a continuing period of time of at least thirty (30) calendar days an individual is required by UTS to perform the functions or fulfill the requirements of a Position of Responsibility, UTS shall make appointments in accordance with the conditions of this Agreement. A candidate presently employed by UTS shall be given preference over any candidate of equal qualifications not employed by UTS.

18:37 Interim appointments to Positions of Responsibility vacated temporarily by a Teacher who has taken a leave pursuant to this Agreement shall continue for the duration of the period of leave, or the term of the initial appointment, whichever comes first.

18:38 The final decision on the selection of interim appointments to Positions of Responsibility is the exclusive responsibility of the Principal.

ARTICLE 22: STAFFING ADVISORY COMMITTEE (SAC)

22:05 Upon request, the SAC will be provided with the following information:

- A list of current Teachers, their current FTE assignments and their qualifications;
- simple credit tally sheets and enrolment numbers;
- current and proposed section allocations by department;
- Projected total number of students per individual teacher.
- staff lists, including and identifying Teachers who are surplus and/or redundant, current and approved leaves and return dates, secondments, and new hires;
- Teachers' expressed interest and requests for assignments;
- Department Coordinators' requests and proposals for section numbers and course offerings;
- current and future known vacancies;
- monthly summary of on-calls;
- Teachers' timetables;
- master schedules.

The Committee may request access to other relevant information.

22:09: By September 30th the Principal shall provide updated information on section allocation, enrollment numbers, and FTE status, and number of total students assigned to individual teachers to the SAC.

ARTICLE 26: JOB POSTINGS

26:01 Where a vacancy for any teaching position or ~~Position of Responsibility~~ occurs at UTS, the School shall post the vacancy in the staffroom, broadcast the vacancy to the Bargaining Unit, and post the vacancy on the Staff Conference and the school's website.

26:02 A vacancy shall be posted for at least seven (7) school days before the deadline for applications for the position. In the event that a position is posted in July or August, the posting shall extend to 10 work days (weekdays free of statutory holidays).

When a vacancy arises unexpectedly, the parties can agree to post the position internally and externally at the same time by mutual consent. Pursuant to Articles 15:02 and 21:02.

any applicants who are members of the Bargaining Unit with the required experience and qualifications will be given priority consideration.

- 26:03 A copy of each job posting shall be sent to the President of the Bargaining Unit.
- 26:04 If there are no qualified internal applicants selected, UTS may advertise externally for the position.
- 26:05 For external postings, seconded teachers and Occasional Teachers shall be eligible to apply.
- 26:06 In the event that a Bargaining Unit position is posted and a qualified candidate is not identified for continuing appointment, the position may be filled on an occasional basis with the consent of the Bargaining Unit.

ARTICLE 36: PARENTAL LEAVE

- 36:02 For a Teacher who takes a Pregnancy Leave, Parental Leave commences when ~~her~~ their Pregnancy Leave ends or when the baby first comes into custody, care, and control of the birth ~~mother~~ parent. For other parents, Parental Leave must commence within the period established in the *Employment Standards Act*, as amended from time to time, ~~fifty two~~ (52) after the birth or after the child first comes into the custody, care, and control of a parent. This provision is not available to Teachers who have taken Primary Caregiver leave.

ARTICLE 38: PERSONAL/FAMILY/FLOATING LEAVE

- 38:01 ~~Such~~ Personal leaves shall not be used to extend vacations or long weekends, unless an exception has been granted by the Principal on compassionate grounds where reasonable circumstances warrant such exception (e.g. sudden illness/injury of a child, spouse, parent or close family member, family/personal emergency).
- 38:02 A Teacher may request in advance up to ~~four~~ six (6) full days or up to ~~eight~~ twelve (12) half-days of paid Family/Floating personal leave in any school year, pro-rated to the Teacher's FTE. Such requests shall not be unreasonably denied. Wherever possible, the Teacher shall make this need for Personal/Family/Floating leave known to Human Resources at least five (5) days in advance. Reasons for requesting Personal/Family/Floating leave include, but are not limited to, care of family members, parent-teacher interviews, school trips or concerts, or stepping in when a regular caregiver is away, observance of religious holidays, professional appointments, court appearances, moving, supplementing a bereavement leave or family illness leave, writing examinations, or attending to emergency situations.
- 38:03 In the event that a Teacher has exhausted all six personal days provided for in 38:02, and one of those days has been used for a Religious Holiday, the Teacher may request to have an additional day added to their Personal Day Bank. Such requests will not be unreasonably denied.

~~A Teacher may request in advance up to two (2) full days or up to four (4) half-days of paid Family Illness leave in any school year, pro-rated to the Teacher's FTE. Such requests shall not be unreasonably denied. Whenever possible, staff members shall make their need for Family Illness leave known to Human Resources in advance. Reasons for Family Illness leave include, but are not limited to, care of ill family members or stepping in when a regular caregiver is away.~~

- 38:04 In arranging these leaves, both the best interests of UTS as well as the interests of the Teacher shall be considered. It is anticipated that the Teacher will schedule leaves, where possible, so as to minimize the disruption to the operations of UTS.

ARTICLE 44: PROFESSIONAL DEVELOPMENT (PD)

- 44:01 There shall be a Professional Development Committee comprised of two (2) members representing the Administration and two (2) members of the Bargaining Unit, from two different departments, one of whom holds a Position of Responsibility.
- 44:02 The Committee will ~~determine the program content for two (2) Professional Development Days~~ ensure that the draft PD schedule is communicated two (2) weeks before the planned PD days, and that the content of the PD is aligned with UTS' strategic priorities. For clarity the UTS Academic Team will determine the programming for the PD days with input from the Committee. Any costs associated with these days require the approval of the Principal.

ARTICLE 46: SALARY

- 46:15 In recognition of the added duties and responsibilities undertaken by the Teachers at UTS, a UTS Service Supplement will be added annually. In 2022, this amount shall be \$5,000 and increase at a rate of 2% per year, and as ~~In addition, per supplement grid below,~~ Teachers shall receive supplements to the base salary as follows:
- a. For Teachers hired before Oct 2012, an additional 5-year service supplement will be added starting at five (5) (Step 5) years of teaching experience. In 2022, this amount shall be \$3,000 and increase at a rate of 2% per year. as follows:
 - i. ~~For Teachers hired before September 2003, the supplement will be added starting at (5) (Step 5) years of teaching experience;~~
 - ii. ~~For Teachers hired after Sept 2003 and before Oct 2012, the supplement will be phased in over a four (4) year period, at increments of \$708 per year starting at (5) (Step 5) years of teaching experience (with Year 1 being the year of eligibility). See Table below.~~
 - b. Teachers hired after September 2012 shall not be eligible to receive the 5-year Service Supplement.
 - c. For Teachers hired before October 2012, a 10-year Service Supplement shall be added at 10 years of teaching experience. In 2022, this amount shall be \$3,000 and increase at a rate of 2% per year.
 - d. Teachers hired after September 2012 shall not be eligible to receive the 10-year Service Supplement.
 - e. Teachers hired after October 2012 with more than 10 years of service shall be eligible to receive an additional 11-year Service Supplement. ~~In 2022~~45, this amount shall be \$3,000 ~~\$1,894.00~~ and increase at a rate of 2% per year.
 - f. Teachers hired before October 2012 who are eligible for the 5-year and 10-year Supplements shall not be eligible to receive the 11-year Service Supplement.
 - g. Teachers hired after October 2012 with more than 11 years of service shall be eligible to receive an additional 12-year Service Supplement. ~~In 2022~~45, this amount shall be \$3,000 ~~\$1,894.00~~ and increase at a rate of 2% per year.
 - h. Teachers hired before October 2012 who are eligible for the 5-year and 10 year Supplements shall not be eligible to receive the 12-year Service Supplement.
 - i. For all Teachers, at fifteen years (15) of teaching experience, with a minimum of five (5) years' teaching service at UTS, an additional supplement shall be added. ~~In 2022~~45, this amount shall be \$2,291.40 ~~\$1,994.81~~ and increase at a rate of 2% per year.
 - j. For all Teachers, at twenty years (20) of teaching experience, with a minimum of ten (10) years' teaching service at UTS, an additional supplement shall be added. ~~In 2022~~45, this amount shall be \$2,291.40 ~~\$1,994.81~~ and increase at a rate of 2% per year.
 - k. For all Teachers, at twenty-five (25) years of teaching experience, with a minimum of fifteen (15) years' teaching service at UTS, an additional supplement shall be added. ~~In 2022~~45, this amount shall be \$2,291.40 ~~\$1,994.81~~ and increase at a rate of 2% per year.
 - l. For a part-time Teacher, salary and supplements shall be prorated.

Additional Degree Supplements

46:17 A supplement shall be paid to a Teacher for an advanced degree subject to the following:

- a. a degree must be an additional degree beyond any degree for which credit is given in category placement;
- b. any degree which, in the opinion of UTS, is not equivalent to the corresponding degree from a recognized Canadian university may be ruled as ineligible for an additional degree allowance, but a statement of equivalency from the Ministry of Education or from any Canadian university shall be accepted;
- c. no supplement shall be paid for an honorary degree; and,
- d. the onus is on the Teacher to claim and to prove the conditions stated within one (1) year of completion of the degree.

46:18 The supplement, which shall be granted in recognition of the highest additional degree, shall be as follows:

- Master's ~~\$1,225~~ \$2,000
- Ph. D. or Ed. D. ~~\$2,430~~ \$3,000

SCHEDULE I: Positions of Responsibility as of September 1, ~~2015~~ 2022

DEPARTMENT COORDINATORS	RELEASE TIME	TERM
Canadian and World Studies	1 Section	3 years
English	1 Section	3 years
Expressive Arts	1 Section	3 years
Languages	1 Section	3 years
Mathematics & Computer Science	1 Section	3 years
Health and Physical Education	1 Section	3 years
Science	1 Section	3 years
Student Services	*Time allocation equal to 1 section	3 years
PROGRAM DIRECTORS	RELEASE TIME	TERM
Athletic Director	2 Sections	Continuing
Library Services Director	<u>5 sections</u>	Continuing
Music Activities Director	1 Section	3 years
<u>Director of University Counselling</u>	<u>1 Section</u>	<u>Continuing</u>
<u>Head Coach, Speech & Debate</u>	<u>2 Sections</u>	<u>Continuing</u>
<u>Director, Global Citizenship</u>	<u>2 Sections</u>	<u>3 years</u>
Instructional Leadership Facilitator	Release Time	Term
<u>A², E² Math Program Coordinator</u>	<u>1 Section</u>	<u>1 year</u>
<u>AP and Extended Programs Facilitator</u>	<u>2 Sections</u>	<u>3 years</u>

<u>Program Coordinator</u>	<u>Release Time</u>	<u>Term</u>
<u>Experiential Outdoor Education & Community Coordinator</u>	<u>1 Section</u>	<u>3 years</u>
<u>Math Co-Curricular Coordinator</u>	<u>1 Section</u>	<u>3 years</u>
<u>New Student Integration Coordinator</u>	<u>1 Section</u>	<u>3 years</u>
<u>Admissions Program Coordinator</u>	<u>2 Sections</u>	<u>3 years</u>

*Department Coordinators and Program Directors with Time Allocation provision shall allocate the equivalent of one (1) section toward program development and department planning.