



## **Inservice Associates and Inservice Coordinators in the Faculty of Education Policy**

### **I. Position**

The positions of Inservice Associate and Inservice Coordinator exist to provide the Faculty of Education with the services of expert teachers to assist in the teacher inservice activities of the Faculty's Field Programs area.

### **II. Appointment**

The terms and conditions of appointment of Inservice Associates and Inservice Coordinators are contained in this policy. The appointment of Inservice Associates and Inservice Coordinators shall conform with the University's policy on academic appointments. Appointments will be made by the Dean and forwarded to the

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Dental plan: the University and the inservice associate will each pay 50% of the premium.

**c. All Inservice Associates (seconded or non-seconded)**

- i. **Leave** - The provisions for sick leave, maternity leave, and leave of absence that are normally available to the inservice associate (in their own School District or in the Burnaby School District for those not seconded) shall apply.
- ii. **Vacation** - Vacation and statutory holiday pay is provided within the monthly salary paid to the associate. In addition, inservice associates will be entitled to the annual Christmas vacation. Inservice associates will be expected to arrange their vacation times with the Inservice Coordinators and Director so as to ensure continuous program support throughout the year.

**B. Inservice Coordinators**

**1. Qualifications**

An appointee will normally have the following professional, administrative, human relations, and technical qualifications:

- a. a minimum of a Master's degree in education or appropriate discipline;
- b. experience in and knowledge of principles of learning as they apply to self-directed teacher professional development;
- c. a thorough knowledge of the British Columbia education community and experience in collaborative planning with school districts and other educational agencies;
- d. proven effectiveness in university credit course development and instruction;
- e. experience in developing and managing cost recovery budgets including estimating, monitoring, documenting, and reporting;
- f.

The Inservice Coordinator will be responsible to the Dean of the Faculty for the implementation of Faculty policies and will be expected to:

- design innovative credit and non-credit programs and ensure program coherency by interacting regularly with participants and conducting ongoing formative program assessment;
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