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 Vice-President, Academic, and the President for ratification by the President’s Committee of the Board of Governors in accordance with the University’s policy and procedure on appointments (A 10.01).

A. Inservice Associates

1. Qualifications

   An appointee will normally have:
   
   a. a university degree and work experience that meet the curriculum and instructional needs of Field Programs;
   
   b. five years’ successful teaching experience in the British Columbia school system;
   
   c. work experience with adult learners in a mentoring relationship;
   
   d. knowledge of and experience with microcomputer technology as applied to schools;
   
   e. current knowledge of British Columbia schools and curriculum;
   
   f. exemplary communication skills; and
   
   g. demonstrated leadership in professional development.

2. Duration of Appointment

   Inservice Associates shall normally be appointed for a 2-year term subject to review at the end of the first year. The employment year shall consist of 10 months.

3. Responsibilities

   The Inservice Associate will work under the direction of the Inservice Coordinators to organize and provide professional support to off-campus teacher inservice programs. Specific responsibilities will depend on the programs to which the individual has been assigned. The Inservice Associate may be expected to:
• in consultation with inservice coordinators, school districts, and other educational partners, develop and coordinate the delivery of credit courses,
• assist individual students and groups in the elaboration of field-studies proposals,
• prepare field-based mentors for supervisory responsibilities,
• assist with the planning, organization, and delivery of non-credit events associated with credit courses and programs, and
• teach the equivalent of one Field Programs teaching assignment within each academic year.

4. Remuneration and Benefits

a. Inservice Associates seconded from a B.C. School District

i. **Salary** - The monthly salary will be one-tenth of the annual salary, exclusive of special or administrative allowance which the appointee would earn in the British Columbia School District from which the appointee came. Negotiated salary arrangements applicable to the seconded inservice associate’s district will be reflected in the inservice associate’s salary.

ii. **Pension and other benefits** - The University will pay for the contributions normally made by the School District to the B.C. Teachers’ Pension Plan, and to any of the following plans that the inservice associate belongs: medical plan, extended health plan, dental plan, group life insurance plan and long term disability plan.

iii. **Secondment** - The University will reimburse the employing School District for the inservice associate’s salary for 10 months (exclusive of special or administrative allowances), and the employer’s contribution to the inservice associate’s normal benefit plans over a ten-month period. (Contracts shorter than ten months will be prorated.)

b. Inservice Associates not seconded from a B.C. School District

i. **Salary** - The monthly salary will be one-tenth of the annual salary, exclusive of special or administrative allowances. The salary that the inservice associate would earn is based on his/her educational attainment and experience as assessed according to the Burnaby School District salary scale. If the Burnaby School District salary scale changes during the course of the inservice associate’s appointment, the applicable changes will be reflected in the inservice associate’s salary. The salary will be paid bi-weekly.

ii. **Pension and other Benefits** - The University will pay the inservice associate 6% of salary in lieu of pension contributions to the B.C. Teachers’ Pension Plan. These inservice associates will also be eligible to participate in the following University benefit plans:

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

   Extended health plan: the University and the inservice associate will each pay 50% of the premium.
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. ability to develop and maintain effective communication strategies with university personnel, students, instructors, and partner agencies;

   g. ability to work effectively with university personnel and members of the professional community to develop innovative educational programs;

   h. ability to contribute to a harmonious and productive collaborative working environment;

   i. basic competence in a variety of computer software applications packages, including word processing, data bases, and spreadsheets; and

   j. familiarity with new information technologies including computer-based communications and distributed learning environments.

2. **Duration of Appointment**

   Inservice Coordinators shall normally be appointed for an initial term of one year. One or more extensions of up to five years may be granted on the recommendation of the Director of Field Programs with the approval of the Executive Committee and the Dean of the Faculty of Education.

3. **Responsibilities**
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;
- in consultation with the Director and appropriate faculty members, develop policy recommendations for the operations of Field Programs;
- identify and provide leadership for the instructional staff;
- build and support professional communities by facilitating the development of collaborative networks and providing leadership in project development and implementation;
- facilitate closer links between Field Programs’ educational activities and faculty members, other units within the university, and external educational agencies;
- develop and monitor budgets to ensure the fiscal feasibility of programs;
- develop communication strategies to promote educational programs and create materials and distribution strategies to reach intended audiences;
- provide consultation to school districts and professional agencies regarding curriculum development, project design, staff development, and community relationships; and
- in collaboration with the Director and the Assistant to the Director, identify staffing needs and develop and organize administrative systems that support the delivery of credit and non-credit programs.

4. Remuneration and Benefits

a. Inservice Coordinators seconded from a B.C. School District

i. Salary - For each 12-month period of contract, an Inservice Coordinator shall receive an annual salary equal to 10.5/10th of the annual salary he/she would earn in his/her B.C. School District (exclusive of special or administrative allowances.) Negotiated salary arrangements applicable to the seconded Inservice Coordinator’s district will be reflected in the Inservice Coordinator’s salary.

ii. Pension and other benefits - The University will pay for the contributions normally made by the School District to the B.C. Teachers’ Pension Plan, and to any of the following plans to which the Inservice Coordinator belongs: medical plan, extended health plan, dental plan, group life insurance plan; and long term disability plan.

iii. Leave - The School District’s policy on sick leave, maternity leave, and leave of absence shall apply.

iv. Secondment - The University will reimburse the employing School District for the Inservice Coordinator’s salary (exclusive of special or administrative allowances), and the employer’s contribution to the Inservice Coordinator’s normal benefit plans.

b. Inservice Coordinators not seconded from a B.C. School District

i. Salary - For each 12-month period of contract, an Inservice Coordinator shall receive an annual salary equal to 10.5/10th of the annual salary he/she would receive if he/she were placed on the Burnaby School District salary scale (exclusive of special or administrative allowances). If the Burnaby School District salary
scale changes during the course of the Inservice Coordinator’s appointment, the applicable changes will be reflected in the Inservice Coordinator’s salary. The salary will be paid bi-weekly.

ii. **Pension and other Benefits** - An Inservice Coordinator is eligible to participate in the following University plans:

- Academic Pension Plan
- Medical Plan
- Extended Health Plan
- Dental Plan
- Group Life Insurance Plan
- Long Term Disability Plan

The proportion of the premiums paid by the University and the Inservice Coordinator will be the same as for members of the Faculty Association bargaining group.

iii. **Leave** - The University policies on sick leave, maternity leave, and leave of absence shall apply.

**C. All Inservice Coordinators (seconded or non-seconded)**

Vacation - Inservice Coordinators will be entitled to 30 working days paid vacation per year of service, the time of which will be subject to the approval of the Dean of the Faculty of Education.

**C. All Inservice Associates and Inservice Coordinators (seconded or not)**

a. **Travel reimbursement** - Appointees will be entitled to reimbursement at the current University rates for approved travel expenses incurred during the discharge of their duties.

b. **Relocation expenses** - Appointees relocating at the request of the University within B.C. at a distance of more than 150 kilometres may be reimbursed up to half the base amount shown in A 21.02. Appointees relocating to Vancouver from outside the province may be reimbursed up to the equivalent of the cost of double the return economy airfare according to A 21.02.

c. **Part-time appointees** - When an Inservice Associate or Inservice Coordinator is appointed to a part-time position, he/she shall be entitled to participate in the same benefit plans as though he/she was a full-time appointee.

d. **Tuition waiver** - Inservice Associates and Inservice Coordinators are eligible for 100% waiver of regular tuition fees for credit courses taken at SFU during the academic year of their appointment. Inservice Associates and Inservice Coordinators who use fewer than 15 credit hours per academic year of appointment shall accumulate up to this amount for use up to three years after the end of the appointment. The waiver shall be prorated for part-time appointments.

e. **Tuition waiver (families)** - The spouse and children under 25 years of age of Inservice Associates and Inservice Coordinators are eligible for 100% waiver of regular tuition fees for credit courses taken at SFU during the academic year of the appointment of the Inservice Associate or Inservice Coordinator. The waiver shall be prorated for part-time appointments. The spouse and children under 25 years of age of Inservice Associates and Inservice Coordinators can accumulate six credit hours of courses for each academic year of their appointment to be used up to three years after the end of their spouse’s or parent’s appointment.