



Monograph

Positions of Added Responsibility

Issued: January 2025

This monograph is to clarify the process for developing school structures for Positions of Added Responsibility (PAR).

Criteria for Determining PAR Structures

In the Teachers' Collective Agreement, Article 16 outlines Positions of Added Responsibility (PAR). This Article gives important timelines and considerations for PAR. Article 16 states that each PAR position must be filled by one person, must be subject or program based (except for Adult Education, Student Services and Alternative Education Credit Programs) and must be balanced in terms of safety, program and workload. Examples of programs include ESL, Focus Programs, and Applied Level. Examples of subjects include the obvious such as Math, Science and perhaps the not so obvious such as Communication (English and Moderns).

Process and timelines

PAR positions are allocated to schools for the following school year by the Joint Secondary Staffing Committee (a Board-Federation committee) and communicated to schools by February 7.

Each year, the Principal of the school develops a PAR structure in consultation with the School Based Work Team (SBWT), current PAR committee, and teaching staff. The SBWT must endorse the PAR proposal before it is brought to the teaching staff, however, the SBWT's role is simply to ensure it meets the criteria mentioned above, not to weigh in based on personal preferences.

The PAR structure proposal must be passed by motion of the teaching staff by February 28 or at the first staff meeting in March. If the proposal does not pass, the Principal can revise the proposal and, if the SBWT endorses it, present the a new or revised PAR structure, for staff to vote on. The Principal may also bring more than one proposal to the teaching staff, but they don't have to. Once a PAR structure is passed by the teaching staff, it is brought to the Joint Secondary Staffing Committee by April 1 for final review and recommendation.

Change in PAR Structure

If the number of PAR changes for a school, the PAR structure must be changed based on the new allocation. Any new PAR positions/headships need to be advertised along with any department headship which has a subject added or subtracted from its portfolio. The department headship is to be advertised with sections to the whole school board. If you have concerns about the PAR process in your school, please talk to your Branch President(s) and/or call the District Office. Please refer to the Collective Agreement, Article 16 for more information.

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Checklist for the PAR process in schools

- By February 7: Schools are notified by the Board of their PAR allocation. (Typically, the allocation only changes if there is a dramatic increase or decrease in enrolment.)
- The Principal consults the SBWT, current PAR committee, and teaching staff and develops PAR structure to meet the needs of the school. This consultation may start earlier than February 7. PAR positions must be:
 - filled by one person
 - subject or program based (except for Adult Education, Student Services and Alternative Education Credit Programs)
 - balanced in terms of safety, program and workload
- After February 7, but before the end of February: The SBWT meets to review the PAR structure(s) and endorses one or more structures for the teaching staff to vote on. (The Principal can choose or not to consider PAR proposals submitted by others.)
- Before February 28 or at the first meeting of the teaching staff in March: The Principal presents one or more PAR structures for the teaching staff to vote on. A motion must be passed by the teaching staff to accept a PAR structure proposed by the Principal.
- If the teaching staff don't approve a PAR structure, the Principal begins the process again to come up with an acceptable PAR structure as soon as possible.
- By April 1: PAR structures are brought to the Joint Secondary Staffing Committee for final review and recommendation.