



# Monograph

## Positions of Added Responsibility

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This monograph is to clarify the timelines involved in the PAR process and outlines PAR/Department Head roles.

### **Process for Determining PAR Structure**

In our Collective Agreement, Article 17 outlines Positions of Added Responsibility (PAR). This Article gives important timelines and considerations for PAR. Article 17 states that PAR; must be filled by one person, must be subject or programme based (except for Adult Education, Student Services and Alternative Education Credit Programs) and must be balanced in terms of safety, programme and workload. Examples of programmes 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).

PAR positions are allocated to schools for the following school year by February 7. In consultation with the School Based Work Team (SBWT), current PAR committee and teaching staff, each Principal develops a PAR structure. The SBWT must endorse the PAR proposal before it is brought to the Teaching Staff. The PAR structure proposal should be passed by motion of the Teaching Staff by February 28 or at the first staff meeting in March. If passed, the proposal is reviewed by the Joint Secondary Staffing Committee by April 15. Some of you have asked, “What happens if the proposal does not pass?” In this case, the Principal can revise the proposal and, if the SBWT endorses it, present the revisions again, for staff review.

### **Change in PAR**

If there is a change in the PAR structure (eg. a subject is added or subtracted from a portfolio) then the headship is to be advertised with sections.

### **Cuts in 2015**

The Board cut 15 PAR positions from the system for the 2015-16 staffing year, resulting in a loss of between 1 and 3 positions for most schools. This created some anxiety and concern. The Board informed the Federation that they were making these cuts due to budgetary concerns. According to the Board, as enrolment had declined, the number of PAR in the system had not declined, creating what they claimed was a \$70,000 deficit. PAR is generated according to the Provincial funding formula. This formula provides for 9 PAR per 1000 full time students and allocates around \$4600 for each position. Our local PAR allowance is less than the funding formula (just under \$4000). The Board cut the 15 positions in order to eliminate the \$70,000 deficit in this budget line.

We have tried to revisit the PAR language in the Collective Agreement during negotiations, but it has not resulted in improvement to the language. When members insist on doing more for less, it weakens our ability to bargain improvements.

### **Recent History of PAR**

Remember, there used to be a period release and more money for PAR. The Government changed the funding and the role in the late 1990's. There are now only 4 lines that pertain to Department Heads in the Education Act.

In the Education Act, Regulation 298, Section 14 - ***Teachers in Charge of Organizational Units*** – was modified in 1996 and now states:

- (1) The organization of a secondary school may be by departments or other organizational units.
- (2) The organization of an elementary school may be by divisions or other organizational units.
- (3) A board may appoint for each organizational unit of an elementary or secondary school a teacher to direct and supervise, subject to the authority of the principal of the school, such organizational unit.
- (4) A teacher appointed under subsection (3) may be appointed to direct and supervise more than one organizational unit.

Prior to this change, Department Heads had several duties, more like middle-management and Principals and Vice-Principals were Members of the OSSTF. It was a very different culture. It was common for Department Heads to be part of hiring teams, for example.

OSSTF has policy related to the role of Department Heads. Since a Department Head is a Member of OSSTF, they should not be involved in evaluation of other Members, including hiring or firing. It is the position of OSSTF that Heads/PAR are mentoring roles, intended to assist members of their department rather than evaluate or direct them. Only administrators should direct, Members in Positions of Added Responsibility may assist. Additionally, no Member should make a negative report about another Member.

For example, a Principal wants to collect all the exams four weeks prior to the exam period in school. The Principal directs the Department Heads to collect all the exams in their department and submit them by a due date to the office.

We feel that it is difficult to follow this direction without being inappropriate. In this circumstance there are implications to our policies and to our Collective Agreement. There are a few different solutions. Please call us if this problem arises, so that we can help you find a solution.

If you have concerns about the PAR process in your school, please talk to your Branch President(s) and/or call the District Office.