

JURISDICTIONAL OFF-CAMPUS TEACHER

Background

The Board believes the off-campus teacher plays a significant role in the effective delivery and completion of off-campus education courses and programs. The off-campus teacher is the certificated teacher who is assigned the responsibility of ensuring a welcoming, caring, respectful, and safe learning environment is provided to students by supervising, monitoring, and assessing students in off-campus education programming.

PROCEDURES

1. The off-campus teacher will be a shared responsibility of all high schools.
 - a. The coordination of hiring and supervision of the off-campus teacher will be through the office of the Associate Superintendent, Programs and Innovation.
 - b. This teaching position will require alternative hours and a school year calendar in order to fulfill the roles and responsibilities of this position. This will include evening and summer work.
2. The school jurisdiction will provide the off-campus teacher the necessary training and scheduled time to carry out their responsibilities.
3. The off-campus teacher must become familiar with the required procedures and guidelines in all sections of the Alberta Government's Off-Campus Education Handbook and Administrative Procedure 216 - Off-Campus Education.
4. The off-campus teacher is responsible for procuring and approving work sites and workstations to ensure a positive, safe and caring learning experience for the student and allow for progressive development of occupation-related knowledge and skills prior to students being placed.
5. The off-campus teacher is responsible for:
 - a. student selection, preparation, orientation, monitoring progress and attendance, assessing performance and evaluation
 - ensuring that students successfully complete the appropriate prerequisite health and safety course (HSC3000, Workplace Readiness 10-4 and/or AGR3000) prior to enrolling in their first off-campus education learning experience
 - pre-placement orientation is provided in topics such as employer's expectations; workplace health and safety procedures; employers' rights and responsibility; young workers' rights and responsibilities under the Alberta OHS Legislation; and work ethics and attitudes.
 - monitoring student attendance, in partnership with the employer
 - matching of the student to the work site (student placement) ensuring students are trained to perform their work in a healthy and safe manner
 - b. work site inspections and evaluations

- Procuring, inspecting, and approving
 - c. off campus education program evaluation
 - d. ensuring that documentation is completed and available within the school authority, including:
 - written consent for students to participate in off-campus programs
 - work agreements
 - learning plans
 - site visits
 - student time sheets
 - student evaluations and monitoring
 - employer evaluations of student's work
 - work site inspections and evaluations
 - program evaluations
 - e. working with the student and the employer after an injury or incident is reported to determine if it needs to be reported to the Workers' Compensation Board (WCB)
 - f. completed record keeping is available and on file within the school authority, including:
 - work sites currently approved
 - names and contact information of onsite supervisors
 - information with respect to student's scheduling (time when they are expect at the work site)
 - student hours worked to date and evaluations
 - visits by the off-campus teacher
 - g. communicating with the student's parents/guardians
 - h. communicating with prospective employers about their responsibilities and time commitments
 - Onsite supervisor has the primary responsibility for the students' health and safety while they are at the work site
 - student need to be supervised and cannot work alone in constant isolation
 - All injuries, major or minor, must be reported immediately by the student to the onsite supervisor and the off-campus teacher
6. The off-campus teacher must practice "due diligence" to ensure the health and safety of students in off-campus placements.
 7. The off-campus teacher will monitor student progress and assess student performance in conjunction with the onsite supervisor; the off-campus teacher is responsible to assign the student's final mark.
 8. The off-campus teacher must abide by the *Freedom of Information and Protection of Privacy Act (FOIP)*. The protection of a student's privacy and personal information is critical and that, as teachers, they play a role and have responsibilities in the collection, use, and protection of student information.

Adopted: July 2011

References

Admin Procedure 216 – Off Campus Education
Off-Campus Education Handbook (Alberta Education)
Section 18, 22, 33, 52, 53, 196, 197, 222 Education Act
Freedom of Information and Protection of Privacy Legislation