

JURISDICTIONAL OFF-CAMPUS TEACHER

Background

The Board believes the Divisional Off-Campus Teacher plays a significant role in the effective delivery and completion of off-campus education courses and programs.

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, Curriculum and Innovation.
2. The school jurisdiction, in collaboration with high school administrators, 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 Off-Campus Handbook.
4. The Off-Campus Teacher must become familiar with the required procedures and guidelines in Administrative Procedure 216, Off-Campus Education.
5. The Off-Campus Teacher is responsible for procuring work sites and workstations that provide a positive, safe and caring learning experience for the student and allow for progressive development of occupation-related knowledge and skills.
6. The Off-Campus Teacher is responsible for ensuring that approval of work sites are completed and documented to ensure a safe and caring environment appropriate for educational activities prior to students being placed.
7. It is the responsibility of the Off-Campus Teacher to practice “due diligence”; i.e., do everything reasonably possible to ensure the health and safety of students in Off-Campus programs.
8. The Off-Campus Teacher will monitor student progress and assess student performance in conjunction with the onsite supervisor; the Off-Campus Teacher is responsible for each student’s final mark.
9. The Off-Campus Teacher will ensure appropriate records are kept, including but not limited to:
 - a. Worksites currently hosting work experience students
 - b. Names and contact information of worksite supervisors

- c. Information with respect to student's scheduling (time when they are expect at the work site)
 - d. Current hours worked to date and evaluations
 - e. Last site visit by the Off-Campus Teacher
10. The Off-Campus Teacher will monitor student attendance, in partnership with the employer.
11. In order for Off-Campus Teachers to fulfill their duties effectively the school is responsible for student selection, preparation and orientation prior to an Off-Campus placement and should include the following:
- a. ensure that all students have successfully completed, HCS3000: Workplace Safety Systems prior or concurrently for the first Off-Campus education program taken by a student. Students enrolled in Knowledge and Employability courses may use Workplace Readiness 10-4 in lieu of HCS3000: Workplace Safety Systems as the prerequisite.
 - b. Ensure that all students have successfully completed AGR3000: Agriculture Safety prior or concurrently for students enrolling in the Green Certificate Program.
 - c. selecting the site in collaboration with the student
 - d. matching of the student to the work site (student placement)
 - e. conducting a preliminary job shadow and /or orientation
 - f. providing the necessary information to the superintendent of schools, or designate, regarding work site inspections for approval
 - g. ensure all students are workplace ready before a placement happens.

CARRYING OUT DUTIES

This teaching position will require alternative hours and school year calendar in order to fulfill the roles and responsibilities of this position. This will include evening and summer work.

July 2011

Updated: July 2012, October, 2017, January 2020

References

Admin Procedure 216

Off-Campus Education Handbook (Alberta Education)

Section 18, 22, 33, 52, 53,196,197, 222 Education Act