



CALGARY BOARD OF EDUCATION

Administrative Regulation 4032 - Staff Deployment

The Board recognizes the responsibility of principals and staff in regard to the deployment of the staff to provide programs for students. Principals are required to consult with teachers in determining the most appropriate assignment for each teacher. The principal should consider the qualifications of the teacher, the requirements of Alberta Education and the district, and the welfare of the students, in assigning the teachers.

1. Collaborative Learning Community Directors are required to familiarize themselves, by October 15 of each school year, with the deployment of staff and instructional time within the schools of their Collaborative Learning Community Directors, attention being given, in particular, to the following aspects:
 - a. Adherence to the requirements of Regulation 3064 - School Year and Hours of Operation.
 - b. Class organization - sizes and combinations.
 - c. Instructional and non-instructional time of staff.
2. Principals shall make timetable information available to all staff members.
3. Principals are advised to consult with their Collaborative Learning Community Director in the spring regarding their plans for the school's timetable for the next school year.

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