Christ The Redeemer CATHOLIC SCHOOLS

ADMINISTRATIVE PROCEDURE

Personnel and Employee Relations Teacher Teams and Team Leaders PER #15

Revised: **November 2026**

Background

Christ The Redeemer Catholic Schools (CTR) recognizes that each educator is blessed with unique God-given gifts and talents, which are called forth in service to others. Rooted in the Catholic principles of communion, subsidiarity, and the common good, CTR values collaboration, shared leadership, and collective responsibility for student learning and growth. Teacher teams and team leaders play an important role in fostering professional learning communities where educators support one another, share their expertise, and exercise servant leadership. Through these collaborative efforts, CTR seeks to strengthen educational excellence while nurturing the faith, dignity, and God-given potential of every student.

The Board of Trustees of CTR (Board) recognizes the valuable contribution teacher teams make in the improvement of student achievement, performance and growth in our schools. Of significant importance is the role that the team leaders play, whether school-based or Division-wide, in providing the leadership and support to their colleagues in their ongoing collaborative efforts to enhance student learning.

The Board also recognizes that team leadership positions are an excellent opportunity for teachers to develop leadership skills and encourages, whenever possible, and when in the best interest of the school and/or Division, that as many teachers as possible have access to these positions.

Procedures

1. When CTR Administration chooses to appoint team leaders and the teacher accepts, the appointment is for one year, with the provision for reappointment by mutual consent. This holds true for school-based and Division-wide team leaders.
2. By the third week in April, the Associate Superintendent shall provide each school principal with the number of school-based team leader positions available for each school.
3. By the last week of May, Principals shall recommend to the Associate Superintendent the school-based team leaders for their school.
4. By the last week of May, the Learning Department will make recommendations to the Associate Superintendent for the appointment of Division-wide team leaders.
5. Team leaders are required to participate actively in any additional school-based meetings (e.g. education council) and Division meetings that may be called from time to time.
6. In the event a school-based team leader cannot or chooses not to carry out their roles and responsibilities, the school principal will recommend to the Associate Superintendent that the appointment be terminated and a new appointment made. The team leader allowance shall be prorated.

7. In the event a Division-wide team leader cannot or chooses not to carry out their roles and responsibilities, the Department of Learning will recommend to the Associate Superintendent that the appointment be terminated and a new appointment made. The team leader allowance shall be prorated.