

UNIT MANAGEMENT

Reviewed Nov/Dec 2013 (Tracy/Donal)

ACTION

1. To provide leadership opportunities for staff
2. To recognise the responsibility, leadership and the special initiative of staff.
3. To ensure that due recognition is given to staff for the duties they undertake.

GUIDELINES

1. The fixed term units are allocated separately each year.
2. The Principal will conduct a process of consultation with staff which allows all teachers an opportunity to make suggestions regarding the use of fixed term units.
3. Fixed term units may be allocated for a whole or part of a year.
4. The Principal is not eligible for allocation of fixed term units.
5. The process of consultation will be outlined to staff and the outcome of that consultation will be presented to staff.
6. The final decision on allocation will rest with the Principal.
7. All management units allocated to the school will be used, with permanent units allocated to management staff.
8. Any available non permanent management units will be advertised internally for the purpose of completing a set task or duty.