



## **Employee Definitions**

### **Definitions**

#### **Leadership**

KTCEA Leadership roles include the Superintendent, Deputy Superintendent and Associate Superintendents.

#### **Administrators/Supervisors**

These roles include School Principals, Vice-Principals. These positions have the responsibility for the supervision and direction of school-based employees.

#### **Managers**

These roles include Managers and Supervisors at KTCEA's Central Office.

#### **Full-Time Employee (12 Month)**

An employee who works 12 months per year on a full-time, continuous basis. Examples include Central Office Staff and school-based staff not engaged in student instruction.

#### **Full-Time Employee (10 Month)**

An employee who works ten (10) months per year on a full-time, continuous basis. Examples include school-based staff such as Principals, Vice-Principals, Teachers and Education Assistants. In some cases, those who hold these positions may work slightly more than ten (10) months in consideration of their responsibilities prior to the start of the school year

#### **Part-Time**

An employee who works less than a full-time schedule on a continuous basis. These employees are not entitled to participate in the benefits and retirement savings plans

#### **Casual**

An employee who works on a day-to-day basis. Examples include non-certified resource personnel. These employees are not entitled to participate in the benefits and retirement savings plans

#### **Temporary or Term**

An employee who is engaged for a fixed term. These employees are not entitled to participate in the benefits and retirement savings plans

#### **Consultants**

A non-employee engaged in providing full-time, part-time or intermittent consulting services. These individuals are not entitled to participate in the benefits and retirement savings plans

### **Amendments and Updates**

The responsibility for updating and amending rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.