



MEMORANDUM

March 20, 2020

TO: School Administrators
RE: Work in Schools

The NLTA has been in regular communication with the NLESD regarding expectations for school administrators. The duties of closing a school for what may be a significant period can fall within the parameters of administrative responsibilities not held by classroom or other teachers, so this has taken more time. During this period, the expectation has been that in all situations social distancing and other health care directives must be followed.

It is the Association's position that, as soon as possible, administrators should have the option of working from home and, for those working away from home, leaving their school community, if that is their choice. The following message was sent to administrators from the NLESD earlier today.

Message from NLESD

The District is getting inquiries from School Administrators regarding the expectation that they are to be in schools during regular school hours and are restricted from leaving remote communities.

The District requires administrators to be available to their school communities including being able to connect with the school staff. Connecting with school staff can occur through a variety of means including email or by telephone. This does not require the administrator to remain in the community in which they are working.

If an administrator decides to leave the community in which they work they must ensure that another staff member such as the vice-principal, school secretary or custodial staff is available if access to the school is required. Please advise your DOS of who this staff member will be as well as their contact information.

I appreciate all for your continued stellar leadership during these unique and challenging times. Take care and be well.

Administrators with specific concerns regarding their individual circumstances are asked to contact NLTA for information/advice via mail@nlta.nl.ca.