

Procedures and Guidelines

for Educator Exchange Programs

Short-Term Exchanges



The Alberta
Teachers' Association



1.0 PROGRAMS OFFERED

1.1 Short-Term In-Person Exchanges for Teachers and School Leaders

Short-term school leader and teacher exchanges are available interprovincially and internationally. Please consult the Alberta Teachers' Association website at teachers.ab.ca for the most current program offerings.

1.2 Short-Term E-Exchange for Teachers and School Leaders

Please consult the Alberta Teachers' Association website at teachers.ab.ca for the most current program offerings.

2.0 EXCHANGE TIMELINES

2.1 Short-Term Exchanges

Exchanges are approximately 10 days and typically occur during school breaks that offset with your partner's school calendar.

2.2 Short-Term E-Exchanges

E-Exchanges are approximately four to six weeks in length.

3.0 APPLICATION REQUIREMENTS

3.1 A permanent Professional Alberta Teaching Certificate

3.2 A permanent teaching position

3.3 Approval of the school leader and superintendent (or designate)

Educators approved for an exchange program are expected to have full satisfactory or superior performance with their current employer and to be recommended accordingly. Concurrence by the school leader and superintendent (or designate) should be based on professional development consideration. Both the exchange partner and the Alberta educator will require the support of the school leader and superintendent (or designate). The value of this experience must be recognized at the local level.

If there is a new school leader coming to the school, it is the responsibility of the school district and the current school leader to ensure that the incoming school leader is supportive of the exchange and approves the proposed exchange partner.

3.4 Criminal Record Check

Once matched, a current criminal record check is required. You may be able to request the current copy that is kept on your HR files with your school division; a screenshot is acceptable. If not, a new criminal record check will be required, at the expense of the participant.

3.5 Commitment to the exchange

Withdrawing from the program after submission of an application can cause difficulties in the host country or province considering the Alberta applicant.

3.6 Personal characteristics

Other personal characteristics should be taken into consideration, such as flexibility, adaptability, personal and financial stability, communication skills, health, ability to cooperate with colleagues and other characteristics as deemed appropriate.

3.7 Past recipients

Previous Educator Exchange Program (EEP) participants may be considered for a subsequent short-term exchange, subject to the support and approval of their school leader and school division. Eligibility for re-participation will be based on demonstrated effectiveness as an ambassador of the program, including appropriate representation of the Educator Exchange Program while visiting your partner, if applicable, and ongoing involvement in exchange-related promotion and outreach activities.

3.8 Disclosure of Information

All applicants are required to provide complete and accurate information as requested. Omissions, misstatements, or failure to disclose relevant facts shall be considered misrepresentation and may result in denial of the application, removal from consideration, or other corrective actions deemed appropriate by the organization.

3.9 Leave of Absence

Applicants must be on active duty to be eligible to apply to the Educator Exchange Programs. Once admitted to the program, participants must not be on an approved leave of absence during either the hosting or hosted phase of the exchange program. Participants who anticipate or commence a leave of absence at any point during the exchange are required to notify the Exchange Liaison as soon as possible. Participants must be back to work two weeks prior to the commencement of their scheduled exchange hosting or hosted phase, whichever occurs first. The participant and Exchange Liaison will then discuss available options and determine the appropriate course of action regarding the exchange.

4.0 INTERVIEWS

4.1 Short-Term Exchanges (in-person and e-exchanges)

Must be available for a telephone or virtual meeting with the Exchange Liaison.

5.0 ORIENTATIONS

5.1 Short-Term Exchanges (in-person and e-exchanges)

Must attend a mandatory orientation on a date to be determined, usually via a virtual meeting.

6.0 EMPLOYMENT

6.1 Salary

Participants will remain in the employment of their own school district and will continue to have their salaries remitted to them while on exchange. They will, therefore, continue to be subject to the normal taxation, superannuation and social service contributions and will retain their rights and privileges as employees of their own educational authorities.

6.2 Benefits

Participants who are enrolled in the Alberta School Employee Benefit Plan (ASEBP) or other extended benefit plans, may continue to receive coverage, depending on their benefit plan regulations. It is the responsibility of the applicant to understand their extended health benefits while on exchange.

6.3 Professionalism

Educator exchanges are professional obligations. Service in the exchange school/district must be undertaken with the same commitment as service in an Alberta/home country school. Any breach of this professional obligation has serious consequences.

6.4 Strikes

Given the complexity of labour action, please contact Teacher Employment Membership Support for information in the case of job action.

7.0 PREPARING FOR THE EXCHANGE

7.1 Please refer to the Educator Exchange Handbook which will provide valuable information to prepare for an exchange.

8.0 EXPENSES

8.1 Participants will cover all expenses for themselves and their families, including travel to and from the host community, where applicable. There is no financial assistance for this program.

9.0 ACCOMMODATION

9.1 Hosting and reciprocal accommodation during an in-person exchange are considered matters of mutual agreement between participating educators. Participants are expected to approach hosting responsibilities in a respectful and welcoming manner, with consideration for the comfort, well-being, and adjustment needs of their exchange partner. Reasonable efforts should be made to support the guest educator's transition, including sensitivity to time zone differences and scheduling adjustments associated with travel. Simple, practical gestures—such as clearly inviting the visiting educator to help themselves to available refreshments—can contribute positively to a welcoming and comfortable hosting environment.

10.0 HEALTH CARE (applies to all in-person exchanges)

- 10.1 Participants are responsible for life and health care insurance for the duration of the exchange. Alberta Health Care will continue to cover Alberta participants while on exchange, but may require notification that the educator will be away. It is recommended that participants look into the benefits provided by their extended health care plan and notify them of the upcoming absence. It is the responsibility of the applicant to understand their extended health benefits while on exchange.

11.0 GUIDELINES IN THE EVENT OF EDUCATOR EXCHANGE BREAKDOWNS

- 11.1 An educator whose exchange assignment is prematurely terminated as a consequence of external factors should have priority for a new exchange in the next program year.
- 11.2 In the event of an exchange breakdown, the Alberta educator must consult with their employers in Alberta and the Educator Exchange Programs Teacher Liaison of the Alberta Teachers' Association. Termination of an exchange without proper approvals can jeopardize continued employment.

12.0 CANCELLATION OF EXCHANGE

- 12.1 Participants must accept that a match may be cancelled at the last minute due to unforeseen circumstances. In the event of cancellation, EEP cannot guarantee another exchange placement. Trip cancellation insurance is advisable.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Information collected as part of the Educator Exchange Programs will be treated with due attention to the Freedom of Information and Protection of Privacy (FOIP) legislation. The information provides the basis upon which the best possible match may be secured for participants. This information will be treated with respect for confidentiality and shared only with the appropriate exchange partner officials in possible destinations, and with the prospective district, school leader and partner when an exchange is proposed.

Educator Exchange Programs

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