

TEACHER CONTRACT AND BENEFITS

TEACHING OPPORTUNITIES AT DND DEPENDANTS SCHOOLS OVERSEAS

GENERAL INFORMATION - SCHOOLS

The Department of National Defence (DND) shares with other NATO countries two International schools overseas. One is located at Headquarters Allied Forces North Europe (**AFNORTH**) in Brunssum, The Netherlands and the other at Supreme Headquarters Allied Powers in Europe (**SHAPE**) in Casteau, Belgium. DND has a limited number of Loan of Service Agreements positions available each year at these two locations.

TERMS OF LOAN OF SERVICE AGREEMENT (LOSA)

Loan of Service

Teachers for overseas schools are obtained on a loan of service basis under a two-year tripartite agreement negotiated by the Department of National Defence, the sponsoring school board in Canada and the teacher. This arrangement has the advantage of protecting the teacher's salary, rights, and benefits acquired under his/her school board's local collective agreement, as this agreement remains in effect for the duration of the loan of service.

One-year extensions beyond the initial two-year loan of service are possible. If management requests an extension of a teacher's services, the teacher, who has rendered exemplary service, may apply to their principal overseas for such extension. The principals will submit his/her recommendation(s) for extension to the Director Compensation and Benefits Administration (DCBA) in Ottawa. If approved by DCBA, the request for extension of service is forwarded to the sponsoring board. A maximum of two one-year extensions may be possible beyond the initial two-year loan of service.

SCHOOLS WEB SITES

AFNORTH International School located in Brunssum (AFNORTH) the Netherlands (near Maastricht)

Visit the AFNORTH International School Web Site: <http://www.afno-is.eu.dodea.edu/>

The SHAPE International School located in Casteau (SHAPE) Belgium (near Mons)

Visit the SHAPE International School Web Site: <http://www.nato.int/shape/community/school.htm>

ADMINISTRATION

The DND Dependants Schools Overseas are administered by the Department of National Defence Headquarters, Directorate Compensation Benefits Administration 5 / Dependent Education Management (DCBA 5 / DEM) in Ottawa.

OSAP 300.01.11 – TEACHER SELECTION

Annually, the DND Dependants Schools Overseas requests the assistance and cooperation of Canadian School Districts who are willing to nominate interested staff members as candidates, and to enter into a tripartite loan of service agreement with the Department of National Defence, employing school board and the teacher.

Selected candidates will be seconded to the DND Dependants School Overseas for an initial period of two years. During the period of secondment the teacher remains an employee of the sponsoring school board and will return to that board upon completion of period of secondment.

Teacher's salary and employee benefits are continued to be paid by the sponsoring school district who are then reimbursed by the DND Dependants Schools Overseas.

5. CONTACT INFORMATION

Address:

National Defence Headquarters
Attention: DCBA 5 / DEM
MGen George R. Pearkes Bldg
Ottawa ON K1A 0K2

Telephone:

613-995-8516

Fax:

613-992-2073

Web Site:

www.forces.gc.ca/dgcb/educat/

Email Address:

dependenteducationmanagement@forces.gc.ca

ELIGIBILITY

For a Principal Position with the DND Dependants School Overseas:

Principals with proven ability in the field of school administration are selected for assignments overseas. Knowledge of both official languages, languages of NATO countries and computer skills are a definite asset.

To be eligible for consideration for an assignment with the DND Dependants Schools Overseas, a principal must meet the following criteria:

- Have curriculum development experience.
- Ability to work in an international education setting.
- Experience at the elementary and/or the secondary level.
- Presently in a full time principal position.
- Multi tasking skills.

OSAP 300.01.11 – TEACHER SELECTION

- Be a Canadian citizen at time of application.
- Have the nomination of your school board.
- Take part in, organize and supervise extra curricular activities.
- Demonstrate knowledge of the Ontario curriculum.
- Ontario Principal's Qualifications Program Parts I and II and is qualified as Ontario principal in order to be able to grant credits toward the Ontario Secondary School Diploma at the AFNORTH International (Canadian Section) High School.

And specifically:

- At the AFNORTH International School (Canadian Section) - .5 -Dependent Education Administrator- Europe and .5 Ontario Secondary Principal duties, the candidate must hold Ontario Principal's Qualifications Program Parts I and II, be bilingual, and be qualified as Ontario principal in order to be able to grant credits toward the Ontario Secondary School Diploma
- At the AFNORTH International School (Canadian Section) Elementary Principal (Grades JrK to Grade 6), the candidate must hold a valid Principal qualification from a Canadian Province/Territory, be bilingual, and have experience as a principal of an elementary school
- At the SHAPE International School (Canadian Section) part time Principal (Grades 1 to 8), the candidate must hold a valid Principal qualification from a Canadian Province/Territory, be bilingual, and have experience as a principal of an elementary school. The assignment involves .5 Principal duties and .5 Special Education/classroom teaching duties.

For a Teaching Position with the DND Dependants Schools Overseas

To be eligible for consideration for an assignment with the DND Dependants Schools Overseas, a teacher must meet the following criteria:

- Valid Canadian teaching certificate
- Canadian citizen at time of application
- Nomination and sponsorship by a provincial or territorial school authority
- Five years teaching experience

In addition to the requirements related to citizenship, certification, and experience, teachers should:

- Have proven to be an educator of the highest calibre.
- Have multi tasking skills.
- Take part in, organize and supervise extra curricular activities.
- Have the ability to collaborate, plan and implement programs in literacy, mathematics, science and social studies.
- Have enthusiasm and an open mind to a wide variety of teaching experiences: individualized and interdisciplinary techniques, learning activity centres.

OSAP 300.01.11 – TEACHER SELECTION

- Have demonstrated interest for curriculum development and innovations in education.
- Have a wide background of experience in addition to their main grade or subject experience.
- Have a facility for working closely with other teachers.
- Be willing to utilize to the fullest the advantages of the European environment in their programme.
- Possess computer skills (practical experience using various recent educational software packages).
- Knowledge of both official languages and languages of NATO countries are a definite asset.
- Have special education qualifications.
- Have two or more qualifications or equivalent in the following areas:
 - Guided Reading, Phonemic Awareness, First Steps Reading and Writing Program, student testing, working with exemplars, literature circles, music, curriculum planning and development, French Immersion, Early Years Literacy, mathematics resource

CLEARANCES - MEDICAL, SECURITY AND EDUCATIONAL

Medical

Teachers selected for an assignment overseas, as well as their dependants, undergo a medical examination to meet the same requirements as military dependants posted to Europe. Teachers should not apply if they know in advance of any medical problems that would preclude them or any of their dependants from meeting the medical requirements for an assignment overseas. See OSAP 300.01.4 Annex A for an example of the medical questionnaire.

Specific Medical and Psychosocial Conditions that would not be Compatible with a LOSA Assignment Overseas:

A number of medical conditions and psychosocial situations are not compatible with a LOSA assignment overseas including, but not limited to, the following:

- Applicants who are known to be experiencing serious marital problems.
- Medical and emotional stability and adjustment – A thorough medical screening of both selected teachers and their dependants shall be made by a civilian physician based upon the following considerations:
 - (1) The military medical facilities at the new overseas assignment may be limited;
 - (2) Non-military treatment may be conducted in a foreign language;
 - (3) A minor medical problem in Canada may be aggravated by climatic or other conditions at the new assignment overseas;
 - (4) The emotional stability of the teacher and family should be assessed, as the stress associated with adjustment in a new environment, often accentuated by problems with a foreign language,

OSAP 300.01.11 – TEACHER SELECTION

isolation, poor or non-existent means of communication, may aggravate any existing problem and result in early termination of the LOSA assignment;

- (5) Problems of emotional maladjustment and delinquency in dependent children will, in most cases, be aggravated by the foreign environment; and
- (6) Some medications are banned in some countries.

Security

Teachers selected for an assignment overseas require security clearance (Enhanced Reliability Check). See OSAP 300.01.4 Annex B and Appendix 1 for an example of the security screening forms.

Educational

Selected teachers who have school-aged accompanying dependants must submit an educational screening form, completed for each school-aged dependant by his/her classroom teacher and/or principal of the school. See OSAP 300.01.4 Annex D for an example of the educational screening form.

The DND Dependants Schools Overseas do not offer a full range special education programme.

SCHOOL YEAR

The DND Dependants Schools Overseas school year begins in mid-August and finishes in mid-June.

OSAP 300.01.11 – TEACHER SELECTION

ALLOWANCES ASSOCIATED WITH A LOSA ASSIGNMENT

Intent

Once selected for a LOSA assignment to the DND Dependants Schools Overseas, teachers are entitled to a variety of allowances intended to assist in relocation to and from Europe, housing costs in Europe and the differences in the cost of living. Allowances are approved by Treasury Board and are applicable to Canadian Government employees and teachers serving on a LOSA assignment outside Canada. This section will provide a brief overview of the allowances you may be entitled to receive when teaching outside Canada on a LOSA assignment.

CAUTION: In general, dollar amount associated with allowances are subject to change without notice. Some may change on a yearly basis while others may change monthly. You should always be cautious and prudent when making definite financial plans based on foreign allowances because the allowances can change.

Specific questions regarding your entitlements should be directed to DCBA 5 / DEM in Ottawa or the Dependent Education Support Centre in Europe. (Email: [Dependent Education Management](#))

Salaries and Allowances

A teacher employed by their Board as a Principal, and accepted for a LOSA assignment as a Principal, will receive his/her salary as if he/she had continued in the appointment held when he/she was made available to the DND Dependants Schools Overseas for assignment.

A teacher accepted for a LOSA assignment overseas as a classroom teacher will receive his/her Classroom teacher salary stipulated in their Board collective agreement.

Selected teachers cannot, however, continue to receive any allowances they may have been receiving for special duties, responsibilities, location, or other circumstances related to duties with their school system in Canada. Allowances paid for university degrees under the Board salary agreement are accepted as part of the teacher's reimbursable salary while overseas, as are allowances prescribed by the Minister of National Defence for special duties assigned at the overseas location.

Health Insurance while Overseas

As part of the Loan of Service Agreement, teachers selected for a LOSA assignment overseas, as well as their eligible dependants are covered for the duration of their assignment in Europe by a medical plan. The goal of this plan is to replace provincial health care while outside Canada. The DND Dependants Schools Overseas assumes the full cost of the medical plan. It should be noted that the medical plan does not replace other insurance policies offered by the sponsoring board in Canada.

Accommodation Overseas

Because most of the accommodation available at overseas is unfurnished, the DND Dependants Schools Overseas will defray the cost of moving the teacher's furniture and effects to Europe. The balance of any furniture and effects remaining in Canada will be stored and insured (while in storage) by the DND Dependants Schools Overseas. It should be noted that teachers assigned overseas are subject to the same weight restrictions as regular members of the Canadian Armed Forces moving overseas.

A sponsor (a teacher) already overseas will assist in securing accommodation suited to the incoming teacher's needs. It should be noted that the DND Dependants Schools Overseas will assume a portion of

OSAP 300.01.11 – TEACHER SELECTION

the rental cost. Such accommodation is usually located in a nearby village or town within 25 km of the school.

Military living quarters are not provided for teachers overseas. Accommodations are limited and may not be to the same size, cost or standard that the teacher may be familiar with in Canada.

Moving and Transportation Arrangements

The Directorate of Compensation and Benefits 5 / Dependent Education Management (DCBA 5/DEM) in Ottawa will arrange for relocation and air travel for the teacher and his/her dependants.

Timelines – Move to Europe

- Spring break at your current school – House Hunting Trip.
- 15 May – Ship Private Motor Vehicle.
- 27-30 June – Pack and Move Household Goods & Effects.
- 1 July – Accommodation Available in Europe.
- 11 July – Flight to Europe.
- 13 July – Move into Accommodation in Europe.
- 31 August – Submit Claim for Moving Expenses.

House Hunting Trip (HHT)

The DND Dependants Schools Overseas will defray the cost for selected teachers to travel overseas during a period of school closure (usually during March /April School closure) for a HHT to secure accommodation.

Shipment of Pets

All reasonable travelling expenses incurred in moving pets to/from Europe will be reimbursed up to a maximum of \$650 Canadian, regardless of the number of pets moved.

Assistance with Rent and Utilities

The DND Dependants Schools Overseas ensures that, wherever possible and practicable and allowing for local conditions, a selected teacher can acquire suitable accommodation at AFNORTH or SHAPE for the teacher and the teacher's dependants that is generally comparable to but does not necessarily equal to the size and nature of the accommodation the teacher would have obtained in Canada. On arrival from your House Hunting Trip, the Dependent Education Management Office in Europe will explain and review the rent ceiling, rent share, utility allowance and utility charges for the selected teacher.

Shipment of Private motor vehicle (PMV)

Teachers selected for a LOSA assignment are entitled to ship one vehicle overseas and store one vehicle in Canada.

OSAP 300.01.11 – TEACHER SELECTION

Post-Living Allowance (PLA)

To assist teachers selected for a LOSA assignment where the cost of living is higher than in Ottawa, the DND Dependants Schools Overseas provides a non-accountable allowance to compensate for the higher costs of purchasing goods and services at post. PLA is a non-taxable benefit.

Foreign Service Allowances

The Foreign Service Allowances consist of the following two allowances:

1. the **Foreign Service Premium (FSP)** is an allowance payable to a teacher:
 - in recognition of foreign service and, as such, recognizes that there are disutilities and disincentives, some of which may be financial, resulting from service outside Canada; and
 - to cover expenses not specifically covered by other allowances and benefits.
2. the **Post Specific Allowance (PSA)** is paid at a monthly rate to assist a teacher in travelling from the assignment location.

Vacation Travel Allowance (VTA)

After completion of the the intial two-year Loan of Service Agreement, and upon authorization of a one-year extension, a teacher and any dependants normally residing with the teacher at AFNORTH or SHAPE shall be entitled to a VTA to assist them in taking a vacation in Canada or some other location.

Compassionate Travel

A teacher may be granted a Compassionate Travel Allowance for transportation and travelling expenditures arising from compassionate leave that are over and above those that would have been incurred had the teacher resided in Canada in the event of:

- a serious illness (including serious injury) of a dependent child being educated away from the Post or an infirm child; or
- the critical illness or death of a parent of the teacher or spouse, a brother or sister of the teacher or spouse, a member of the family unit or a non-dependent child.

RELATED LINKS

[Organizational function of DND Dependants Schools Overseas \(OSAP 100.01.1\)](#)

[Loan of Service Agreement \(OSAP 300.02.1\)](#)

[Teachers' Sponsorship Program \(OSAP 300.03.1\)](#)

[Moving To Europe and Moving From Europe \(OSAP 300.04.1\)](#)

[Timelines – Moving to Europe \(OSAP 300.04.3\)](#)

[Matrix – Moving to Europe \(OSAP 300.04.5\)](#)

OSAP 300.01.11 – TEACHER SELECTION

[House Hunting Trip \(OSAP 300.04.7\)](#)

[Pet Shipment \(OSAP 300.04.10\)](#)

[Shipment of Private Motor Vehicle \(OSAP 300.04.11\)](#)

[Move of Household Goods & Effects and Storage \(OSAP 300.04.13\)](#)

[Foreign Service Allowances and Benefits – Teachers \(OSAP 300.05.1\)](#)

[Health Care \(OSAP 300.06.1\)](#)

[Compassionate Travel Allowance \(OSAP 300.07.2\)](#)

[AFNORTH International School \(Canadian Section\) School Calendar](#)

[SHAPE International School \(Canadian Section\) School Calendar](#)

[Overseas Schools Administration Policy and Regulations \(OSAP\) Index](#)

[DND Teacher Recruitment Home](#)

[Email the DND Dependants Schools Overseas](#)