

STAFF TIME ASSIGNMENT
Crawford Middle School

REQUIRED LAW THAT POLICY MEETS (IF APPLICABLE)

(2)(i) 2 Assignment of all instructional and non instructional staff time.

POLICY

The staff time assignment plan for instructional purposes shall use the following criteria whenever possible:

- Age appropriateness of students
- Curriculum, instruction and assessment needs (time allocation)
- Mandate of a specific program
- Social needs of students
- Physical needs of students
- Flexibility in administration of plan (movement, etc.)
- Consideration for non-instructional needs (lunch, recess, homeroom)
- Overall school needs

The reassignment of existing staff to a vacant position is at the discretion of the principal. The assignment of staff to non-instructional time shall be made by the principal. The following criteria shall be used in making assignments for non-instructional purposes:

- all staff share in the responsibilities
- consideration be given to emergency issues
- optimum student care
- flexibility to allow for staff teaming

The principal shall make all necessary adjustments.

Policy Evaluation

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

Date Adopted: 9/23/10

Date Reviewed or Revised: