

INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT POLICY



CRITERIA FOR ASSIGNMENT

The principal will assign staff members' time in a manner that will:

1. Fully support implementation of our Comprehensive School Improvement Plan and our Student Assignment Policy.
2. Take into account different teachers' strengths, in-depth knowledge of specific topics, and teacher professional development experience, particularly in the area of literacy and math.
3. Take into account specific student needs based on student performance data. Take into account specific student literacy and mathematical needs based on student performance data.
4. Respect state certification requirements and the parameters of district job classifications.
5. Take into account staff members' requests to vary their work particularly if a teacher has made past requests for a change or has been in a particular assignment for multiple years.

ASSIGNMENTS BASED ON CRITERIA

To complete assignments, the principal will:

1. In May, the principal shall prepare a school staff assignment plan for the following school year and shall present the plan to the school council.
2. In August, the principal shall notify the council of how all staff members have been assigned that includes any amendments from the original plan.

ALTERING ASSIGNMENTS

After making assignments, the principal may alter them:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal determines that a change is needed to improve student achievement.
3. When the council changes other policies or the Comprehensive School Improvement Plan and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until the next school year.

POLICY EVALUATION

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

Date Adopted: _____

Date Reviewed or Revised: 9/8/14 Council Chairperson's Initials EL

Date Reviewed or Revised: 2/13/17 Council Chairperson's Initials EL