

**DIXIE MAGNET ELEMENTARY SCHOOL
INSTRUCTIONAL & NONINSTRUCTIONAL STAFF TIME
ASSIGNMENT POLICY**

CRITERIA FOR ASSIGNMENT

The principal will assign staff member time in a manner that will:

1. Fully support implementation of school policies;
2. Take into account a staff member's requests to vary work, particularly if a teacher has made past requests for a change or has been in a particular assignment for multiple years;
3. Take into account different teacher strengths and in-depth knowledge of specific topics;
4. Take into account specific student needs based on student data and student interests;
5. Put a priority on manageable class loads for all teachers, including program review area teachers; and
6. Respect state certification requirements and the parameters of district job classifications.

ASSIGNMENTS BASED ON CRITERIA

To complete assignments, the principal will:

1. By April, invite all returning staff members to indicate their preference for continuing or changing assignments for the next year, including classroom assignments, extra-duty assignments and other responsibilities;
2. Meet with an individual staff member whose requests may be difficult to grant to discuss factors making it difficult to grant the request;
3. By May, assign and notify certified staff members based on the criteria in the first section of this policy;
4. In August, assign and notify classified staff members based on the criteria in the first section of this policy; and
5. In August, notify the Council of how all staff members have been assigned.

ALTERING ASSIGNMENTS

After making assignments, the principal may alter them:

1. When necessary to respond to unanticipated enrollment, student needs, or staffing changes.
2. When the principal and the affected staff member agree that a change is needed.
3. When the Council changes other policies or the School Improvement Plan and recognized in the minutes that those changes may require staff time assignment changes that cannot be put off until the next school year.

SUPERVISION OF STUDENTS

While on school property, students will be under the supervision of a qualified adult who will hold them accountable for their conduct.

1. Prior to the opening of each school year, the principal or designee will have in place a plan for daily supervision of students.
2. The principal or designee will ensure that all school sponsored events and activities are supervised and chaperoned with a suitable number of qualified adults who will hold students to appropriate standards of conduct.

Adopted: 12/4/01

Date Reviewed or Revised 2/12/13

Date Reviewed or Revised 4/11/16