

**SOUTHERN ELEMENTARY
INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT POLICY**



CRITERIA FOR ASSIGNMENT

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

1. Fully support implementation of our School Improvement Plan and our Student Assignment Policy.
2. Take into account staff members' requests to vary their work, particularly if a ~~teacher~~ **staff member** has made past requests for a change or has been in a ~~particularly~~ **particular** assignment for multiple years.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics and assigns highly-effective staff in a fair and equitable manner based on student and school needs, assessment data, and local and state requirements.
4. Take into account specific student needs based on student data and student learning styles when applicable.
5. Put a priority on manageable class loads for all teachers, including program review area teachers.
6. Include formal and informal assignment processes that support and assist all new personnel and provides mentoring for new instructional personnel.
7. Respect state certification requirements and the parameters of district job classifications.

ASSIGNMENTS BASED ON CRITERIA

To complete assignments, the Southern Elementary principal will:

1. In April, invite all returning staff members to indicate their preference for continuing or changing assignments the next school year, including classroom assignments, extra-duty assignments, and other responsibilities.
2. In May, meet with any individual staff members whose requests may be difficult to grant to discuss reasons for the staff member's interest, factors making it difficult to grant the requests, and possible solutions.
3. By July 1, assign staff members based on the criteria in the first section of this policy. Notify all staff members of their assignments.
4. In August, notify the council of how all staff members have been assigned.

ALTERING ASSIGNMENTS

After making assignments, Southern Elementary principal may alter them:

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

SUPERVISION OF STUDENTS

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

DAILY SUPERVISION PLANS

Prior to the opening of each school year, Southern Elementary principal (or designee) will have in place a plan of daily student supervision for the following areas:

- Cafeteria
- Restrooms
- Playground/Recess
- Halls
- Before and after school areas
- Bus loading and unloading zones
- Car loading and unloading zones
- Walkers
- Daycare vans
- Afterschool Care Program
- Other areas as needed

SUPERVISION OF EVENTS AND ACTIVITIES

Southern Elementary 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.

POLICY EVALUATION

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

Date Reviewed of Revised: June 27, 2016

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