

Southern Elementary

ASSIGNMENT OF CERTIFIED INSTRUCTIONAL TIME POLICY

The Principal shall assign certified staff for instructional purposes. Classroom assignments shall be based upon staffing projections from the District.

By April 1 of each year, the principal shall prepare an instructional staff time assignment plan for the following school year, and shall present the plan to the school council for consultation on the plan. A follow up plan that reflects amendments to the original plan shall be prepared by the principal and submitted to the school council for approval by July 1. Discussion of the plan will not include individual staff members but shall include:

- School wide priorities and concerns.
- Fully support the implementation of the student assignment policy.
- Fully support the implementation of the school schedule policy.
- Allows for common planning to examine and assess student work and plan together.
- Provides each teacher with a duty free lunch.
- Requires all certified staff to participate in faculty meetings, grade level meetings and committee assignments for the purpose of implementing best practices.
- Any staff with planning time that exceeds 55 minutes per day will be assigned additional responsibilities by the principal based upon building needs.

To complete these assignments, the principal shall:

- By March 1, invite all returning staff members to indicate their preference for continuing or changing assignments in writing for the next school year.
- By April 15, notify all returning staff members of any expected changes in their assignments for the next school year.
- Update the council of any changes in how teachers have been assigned for the school year as the year progresses.
- The reassignment of existing staff is at the discretion of the principal.

The principal may alter assignments during the school year:

- When necessary to respond to unanticipated enrollment changes.
- When necessary to respond to unanticipated staffing changes.
- When the principal and affected teachers agree that a change is needed.
- When the council changes other policies or the comprehensive school improvement plan and recognizes in the minutes of a council meeting that those changes may require changes in staff time assignment that cannot be delayed until the start of a subsequent school year.

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