

## INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT POLICY



### CRITERIA FOR ASSIGNMENT

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

1. Take into account specific student needs and interests, including both developmental and academic.
2. Facilitate the implementation of our improvement plan and our student assignment policy.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics and assign 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 staff members' requests to vary their work.
5. Put a priority on a manageable class load for each teacher.
6. Include formal and informal assignment processes that support and assist all new personnel and provide mentoring for new instructional personnel.
7. Meet certification requirements and the parameters of district job classifications.

### ASSIGNMENTS BASED ON CRITERIA

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To complete assignments, the principal will:

1. In March, invite all returning staff members to indicate their preference for continuing or changing assignments the next year, including classroom assignments, extra-duty assignments, and other responsibilities.
2. In April, 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. In May, 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, as an FYI, of how all staff members have been assigned.

### ALTERING ASSIGNMENTS

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After making assignments, the 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 assignment changes that cannot be put off until the next school year.

## **SUPERVISION OF STUDENTS**

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While on school property, students at *[name of school]* will be under the supervision of a qualified adult who will treat students with respect and hold them accountable for their conduct.

### **A. DAILY SUPERVISION PLANS**

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

- Cafeteria
- Restrooms
- Playground
- Locker areas
- Halls and stairwells
- Before and after school areas
- Bus loading and unloading zones

### **B. SUPERVISION OF EVENTS AND ACTIVITIES**

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 treat students with respect and hold them to appropriate standards of conduct.

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: \_\_\_\_\_

Date(s) Reviewed or Revised:

## NOTES ON USING THIS POLICY

**LEGAL REQUIREMENTS:** The requirement is to have a policy. No sections are in ***bold italics*** because no specifics in the policy are required.

**LAW IN A BOX:**

**SBDM Law — KRS 160.345**

(2)(i) The school council shall adopt a policy to be implemented by the principal in the following additional areas:

... 2. Assignment of all instructional and non-instructional staff time ...

**PRINCIPAL STANDARDS:** The procedures outlined in the sections CRITERIA FOR ASSIGNMENTS and SUPERVISION OF STUDENTS in this policy support principal alignment with the *Principal Performance Standards* (3.2, 3.3, and 4.3).

**SUPERVISION OF STUDENTS:** The council needs to make sure the section they have on supervision in this policy aligns with the required district policies on bullying and any requirements on supervision the district may have. This sample policy *must* be adjusted to fit your particular school situation and level; for example, the list of places that need a supervision plan may be different for your school.