

EXTRACURRICULAR AND NON-INSTRUCTIONAL DUTY ASSIGNMENTS

The New Hanover County Board of Education (Board) acknowledges that instructing students is the primary mission of the school system. However, in order to carry out the responsibilities of the school system, teachers and other staff members must perform certain extracurricular and non-instructional duties. These duties are considered part of all employees' professional responsibilities. The principal of each school has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school within the following guidelines:

Non-Instructional Duties

Principals shall minimize the assignment of non-instructional duties for all teachers to those duties essential to the operation of a safe and orderly school. Special consideration, by limiting such assignment, shall be given to beginning teachers. A compelling need exists to provide beginning teachers with as much time as possible to develop their instructional skills and to interact with experienced teachers for the purpose of professional growth. Planning time should be protected and teachers should not be required to use that time to supervise students. Planning time generally should be reserved for course planning and meeting with other professional staff regarding the instructional program. Under compelling situations, principals may require teachers to assist in the supervision of students.

- **Definition of Non-Instructional Duties**

Non-instructional duties include those duties that are not directly related to the instruction of students such as: hall duty, bus duty, cafeteria duty, playground duty and other assignments necessary to maintain a safe and orderly school environment. This includes an expectation that teachers assist in the monitoring of student movement throughout the building such as between classes, during lunch periods, and arrival and dismissal times.

- **Distribution of Non-Instructional Duties**

Non-instructional duties shall be distributed equitably among employees to the extent reasonably possible. Consideration should be given to the need for beginning teachers to have adequate professional development, planning time and access to experienced teachers.

Extracurricular Duties

Extracurricular duties may not be assigned to beginning teachers unless they request the assignment in writing.

Definition of Extracurricular Duties

Extracurricular duties include those duties performed outside the regular school hours that are not a part of the teacher's instructional requirements. Examples of extracurricular activities for which consent is required include, but are not limited to, such assignments as coaching athletic teams or acting as faculty sponsors for school clubs or activities. Parent conferences, required course content activities and other extensions of

the classroom such as band concerts, drama performances, open house, Parent Support Organization activities, and curricular vocational clubs are not extracurricular duties.

- **Exceptions Permitted for Compelling Reasons**

In cases of compelling need, the New Hanover County Board of Education may temporarily suspend the section on Extracurricular Duties of this Policy and allow the principal(s) to assign extracurricular duties to beginning teachers. A compelling need arises when a school is not reasonably able to staff planned or scheduled extracurricular activities with qualified personnel.

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

LEGAL REF: NCGS §115C-47(18B)

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