

District: Boone County

School: Burlington Elementary

Council Policy #5.1

Standard: Resources

POLICY TOPIC DESCRIPTION

Staff Time Assignment Policy

POLICY STATEMENT

Purpose

The purpose of the *Staff Time Assignment Policy* is to provide a process for staff assignments that ensures that assignments are made based the learning needs of all students.

Criteria

The principal (or principal's designee) shall assign staff members' time in a manner that:

1. Supports implementation of the Comprehensive School Improvement Plan.
2. Is consistent with that person's district job classification and state certification (if any).
3. Takes into account a staff members' expressed interest.
4. The Principal (or principal's designee) shall make all staff time assignments.

Staff Time Assignment Procedures

1. After the school staff allocation is received from the district in April the principal will invite returning staff members to express their interest in continuing or changing assignments for the next school year to include classroom assignment, and extra-duty assignments.
2. All expressed interests are to be made in writing.
3. The Principal will respond to all expressed interests during the month of April.
4. In May tentative staff assignments will be made.
5. At the June Council meeting the Principal will report to Council all staff time assignments.
6. At the September Council meeting the Principal will report to Council the final staff time assignments.

ALTERING ASSIGNMENTS

After making assignments, the principal (or principal's designee) may alter them:

- I. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal (or principal's designee) and affected teachers agree that a change is needed.
3. When the Council changes other policies or the Comprehensive School Improvement Plan and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until next school year.

Policy History:

Date Adopted: August 14, 1996

By: Robert ~~Wanick~~, Council Chairperson

Amended: February 23, 2005

Signature: 
Council Chairperson

Reviewed: July 21, 2014

Signature: _____
Council Chairperson