

POLICY #9

INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT POLICY



CRITERIA FOR ASSIGNMENT

The 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 has made past requests for a change or has been in a particular assignment for multiple years.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics.
4. Take into account specific student needs based on student performance data.
5. Respect state certification requirements and the parameters of district job classifications.

ASSIGNMENTS BASED ON CRITERIA

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.
4. In August, notify the council of how all staff members have been assigned.

ALTERING ASSIGNMENTS

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

While on school property, students at Mary A. Goetz 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, 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

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 hold students to appropriate standards of conduct.

POLICY EVALUATION

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

Date Adopted: April 17, 2012

Date Reviewed or Revised: March 21, 2017 Council Chairperson's Initials JS

Date Reviewed or Revised: _____ Council Chairperson's Initials _____

NOTES ON USING THIS POLICY

STAFF TIME ASSIGNMENT POLICY GUIDELINES: The council needs to review the required district policies on bullying before writing their own policy. 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.

Before implementing this policy, councils may want to review the two documents: *Guidelines to Assist School Districts Implement HB 91 (KRS 158.156)* from KDE and *Model Policies Related to Issues Found in KRS 158.156* from KSBA. Both documents can be found on the KDE web site.