

SCHOOL COUNCIL POLICY

Pikeville Independent Schools

Pikeville High School

Policy Type (Check One)

 Council Operations School Operations**POLICY TOPIC DESCRIPTION****ASSIGNMENT OF CERTIFIED AND NON-CERTIFIED STAFF POLICY****POLICY STATEMENT**

- I. The principal, according to the procedures outlined below, shall assign all instructional and non-instructional staff time.
- A. Certified Staff
1. All certified staff assignments in instructional areas shall be made by the principal, following the recommendations of the departments, taking into consideration the following:
 - a) Certification
 - b) Curricular needs
 - c) Students needs
 - d) Scheduling needs
 - e) Experience
 - f) Expertise
 2. The principal shall meet with each academic department and balance the recommended instructional assignments against the number of students requesting the classes and verify, with each member of the department, the accuracy of the recommendations.
 3. When there is a disagreement that cannot be resolved about specific assignments within an academic department, the principal will solicit individual recommendations from each member of that department. The principal analyzes the various recommendations and then makes the assignments.
 4. During the registration process, if a sufficient need arises, the principal shall have the responsibility and authority, in cooperation with the teachers who will be affected, to add sections of a class, delete a section of a class, and/or alter the instructional assignments to satisfy the needs of the students.
 5. The principal shall make staff assignment in non-instructional areas according to the following guidelines.
 - a) All certified staff non-instructional positions for which staff is compensated shall be open to all certified staff that applies if a vacancy occurs.
 - b) A list of certified staff non-instructional positions shall be distributed to all certified staff.
 - c) A deadline date for applying for any vacancy in any of these positions shall be conveyed to all certified staff.
 - d) The principal along with a committee of interested parties will screen or interview all applicants.
 - e) The screening committee or the principal shall present the first and second choice applicants for the position to the council.

- f) The principal shall, in consultation with the council, appoint one of the recommended applicants to the positions. The principal may request more applications for any and all positions.
- g) In the event there are no applicants for one of these positions, the principal shall make the appointments to these positions from all available certified staff taking into consideration the following:
 - 1) Students needs
 - 2) Experience
 - 3) Workload
 - 4) Expertise
 - 5) Overall suitability

B. Non-Certified Staff

1. Non-certified staff positions include, but are not limited to the following:
 - a) Secretarial
 - b) Aides
 - c) Janitorial/Custodial
 - d) Para-professional
2. The principal shall make all assignments of non-certified staff to positions approved by the committee.
3. When a vacancy occurs in a non-certified staff position, the principal, after consultation with the council, shall select a person to fill the vacancy.

- II. This policy for certified and non-certified staff shall become effective immediately upon approval by the council and shall remain in effect until amended or revoked by the council.

Date Adopted: September 24, 2001

Hillard Howard
Council Chairperson