

## PERSONNEL

### Noninstructional Duties

1. The principal function of the teacher consists of ~~actual~~ classroom instruction. Wherever noninstructional duties are found to be necessary by the building administrators, said duties shall be assigned on an equitable, rotating basis. The schedule for rotation of duty assignments may be for less than an annual duration.
2. To the extent that utilization of the school's personnel allocation will allow, and consistent with accreditation standards, alternative staffing designs will be permitted as a means of relieving teachers of some ~~of the~~ noninstructional duties.
3. Teachers may request to be assigned to perform certain instructional duties in lieu of noninstructional duties. Whenever a building principal decides to assign these instructional activities, equal consideration shall be given to all requests. Examples of these activities are: remedial work, enrichment, tutoring, mini-courses, working with new teachers, departmental projects approved by the building principal, and developing instructional materials.

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Approved by ~~School Board~~ Superintendent: February 16, 1993  
Scrivener's Changes: November 3, 2021

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lencioni