

INSTRUCTIONAL STAFF EXTRA DUTY

Code **GCMD** Issued **3/13**

Purpose: To establish the basic structure for requirement of extra duty responsibilities for the district instructional staff.

The board expects teachers to assume reasonable duties over and above their regular teaching responsibilities in order to provide students with the most comprehensive program possible. These extra duties may include daily class preparation and attendance at staff meetings.

Professional staff members will assist in the supervision of students as part of their regular duties during the school day. This includes, but is not necessarily limited to, bus, lunchroom and hall duty.

The board expects all teachers to attend functions of their respective schools and, when requested, to assist the principal/director.

The board also expects teachers to attend the appropriate parent-teacher meetings of their respective schools.

The board may consider activities and services that make major demands on a teacher's extra time as an extra duty assignment. The board may compensate such assignments as appropriate.

Adopted 2/2/98; Issued 3/4/13