LENAPE TECHNICAL SCHOOL

SECTION: PROFESSIONAL EMPLOYEES

TITLE: WORKING PERIODS

ADOPTED: March 15, 2007

REVISED:

432. WORKING PERIODS

1. Purpose	During the student day, work schedules of the professional staff shall be clearly specified to ensure regular and consistent operation of the school.
2. Authority SC 1504, 1850.1 Pol. 804	The Joint Operating Committee has the authority and responsibility to determine the hours during which educational programs and services shall be available to students, parents and the community.
3. Delegation of Responsibility	The Administrative Director or designee shall ensure adherence to established work schedules by professional employees.
4. Guidelines	Teachers are required to be present at their respective rooms or assigned stations at the start of the employee's workday, and to make themselves available to students. Teachers shall remain at school after the close of the school day long enough to ensure professional and adequate performance in the discharge of their duties. During the times students are in attendance, professional staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the Administrative Director or designee. All professional staff members are expected to attend each faculty meeting unless specifically excused by the administrator who is the staff member's immediate supervisor.