

COUNCIL POLICY

DISTRICT: Washington

SCHOOL: North

TITLE

Assignment of Staff Instructional and Non-Instructional Time

POLICY STATEMENT

Purpose:

The *Assignment of Staff Instructional and Non-Instructional Time* policy ensures that the amount of instructional time (e.g., number of classes taught, professional learning community time) and noninstructional time (e.g., bus duty supervision, how often to supervise hallways) for the certified and classified instructional staff is equitable and provides maximum learning time for all students.

Procedures:

The principal has the responsibility of assigning teachers and paraeducators to classes and schedules.

Criteria for Assignment

The principal will assign staff members' time in a manner that will:

Fully support implementation of our School Improvement Plan and our Student Assignment policy.

1. 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.
2. Take into account different teachers' strengths and in-depth knowledge of specific topics.
3. Take into account specific student needs based on student performance data.
4. 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 for the next year, including classroom assignments, extra-duty assignments, or 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. By June 15 (pending student enrollment needs/changes), 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 that the minutes of those changes may require staff time assignment changes that cannot be put off until the next school year.

Evaluation:

Annually, the principal shall report to the school council a summary of the use of staff time. This report can include, but is not limited to, the percent of time spent on core academics, the collaboration schedule, the guidance schedule and how it fits into the school improvement plan goals and the determination, based on needs, for the paraeducators' schedule. The principal shall not refer to teachers by name during the reviews.

Date Adopted: January 2016**Most Recent Review/Update: August 2023**