

Descriptor Term: TIME SCHEDULES - Certified Administrative Personnel

Descriptor Code: CGPB

Rescinds: CGPB

Board Approved: 7/10/2006

Previously Approved: 4/18/1988

The Board of Trustees requires that certified administrative personnel be on duty for the number of days specified in their contracts less those days of leave, as identified in Policy GBRI, granted by the Board and approved by the Superintendent. An annual work calendar will be established for all employees. The Superintendent will establish beginning and ending daily schedules.

The in-school, daily duty schedule during student attendance days is determined by the Superintendent to coincide with the teaching day of a minimum of 330 minutes per day for instructional time, duty time before and after instructional time, faculty meetings, in-service training, and other activities necessary for the daily operation of the school. PTA/PTO meetings and other school events necessitate the administrative personnel being on duty at times other than the regular school day.

Legal Reference: Mississippi Code 1972, §37-9-24