WORK LOAD
DL (REGULATION)

DUTY ASSIGNMENTS

Principals may assign duties to employees in addition to those specified in job descriptions. Such duties may include the following:

1. Lunch period duty in accordance with law.
2. Hall duty.
3. Classroom housekeeping duties such as turning out lights, closing windows, locking doors, maintaining neat and attractive classrooms, and the like.
4. Duty at extracurricular activities.
5. Bus loading duty.
6. Parking lot duty.
7. Any extra duty assigned by the principal.

Each principal will prepare a schedule of these duty assignments. A copy of the schedule will be available, and orientation will be provided for such duty assignments.

SPONSORS

Teachers may be called upon to sponsor various organizations and class groups. Sponsors will:

1. Supervise projects and activities selected by organizations and class groups.
2. Counsel and advise students in elections, and in the selection of projects and activities.
3. Establish proper and adequate procedures for the collection and accounting of funds derived from fund-raising projects.
4. Keep the principal informed of projects and activity dates and have these posted on the school activity calendar.
5. Ensure that all projects and activities of classes and organizations are approved by the administration.
6. Schedule projects and organizational work so that class time is not used for that purpose.

Teachers are urged to attend and participate in as many extracurricular activities as time and convenience permit.

ITEMS REQUIRED TO BE FILED

At the end of each school term or at the time of a teacher's termination or resignation, the following items must be filed with the principal:

1. Lesson plan book.
2. A copy of the Final exam.
3. Teacher editions of textbooks.
4. Textbook records.

5. Keys and electronic access cards to buildings, file cabinets, desk, and the like.

6. All assigned portable electronics.

7. Any other required District property, forms or reports.

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