

## Part-Time Certified Employees

**Assignment.** Part time assignments will be granted annually upon agreement of the teacher, principal, and the human resource office. Job sharing will be allowed on a voluntary basis and with the permission of the building and district administration.

**Percentage of Time.** The percentage of time that a teacher works will be determined by calculating the amount of time that the teacher is required to be at school to teach or supervise classes, plus any assigned preparation time, as a percentage of the entire school day. This shall be determined by the board of education upon the recommendation of the superintendent of schools. Extracurricular assignments shall not be considered in determining a teacher's percentage of time. Part-time and temporary teachers may or may not be assigned preparation time, at the sole discretion of the board of education, upon the recommendation of the superintendent of schools.

**Acquiring Permanent Status.** A part-time teacher may become a permanent certificated employee pursuant to the provisions of state statutes.

**Salary.** The salary, benefits and leave entitlement of a part-time teacher shall be determined by reference to the negotiated agreement between the district and the teacher's association. Part time teachers may purchase additional benefit coverage not provided by the district.

**Vertical Movement on the Salary Schedule.** Salary advancement will be credited the following year upon completion of 50% or more of the current academic year. Likewise, a full year of seniority will be credited the following year upon completion of 50% or more of the current academic year.

**Horizontal Movement on the Salary Schedule.** A part-time teacher may qualify for movement horizontally on the salary schedule by earning graduate hours of college credit as set forth in the guidelines of the school district's salary schedule, and according to the applicable district policies.

**Attendance at In-service Meetings, Faculty Meetings, and School Activities.** A part-time teacher is responsible for attending in-service meetings, faculty meetings, parent-teacher conferences, and school activities that take place outside the teacher's assigned duty hours without additional compensation.

**Full Time Placement.** Part time teachers requesting to return to full time employment will be given the next full-time position in which they are endorsed. If more than one teacher is requesting to return to full-time status, the teacher who has the highest level of seniority will have the first option to accept the full time opening. Requests to be considered for the part-time program or to return to full time status must be received prior to March 1st.

**Continuation of Employment.** The school district administration and board will deal with the continuation of a part-time teacher's employment pursuant to state statute and the procedures prescribed for full-time employees in these policies.

Adopted on: July 25, 2016

Revised on:

Reviewed on: November 11, 2024