DutLes and Responsibilities of Teachers on Special Assignment

A teacher given a special assignment will be relieved of a regular classroom teaching assignment for a stated period of time.

A Teacher on Special Assignment is responsible to the administrator(s) in charge of the project or program to which the teacher is assigned.

The duties and responsibilities of teachers on special assignment are as follows:

1. to perform duties directly related to the project or program to which assigned as designated by the administrator(s) in charge of the project or program; and to develop cooperatively with the administrator(s) a statement of specific duties related to the special assignment.

2. to make regular progress reports to the administrator(s) in charge of the project or program.

3. to attend job-related meetings and activities specified by the supervisor(s).

4. to perform those non-instructional duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Board of Education.