

AUXILIARY ASSIGNMENT

High school educators are operating on a block schedule, with four 90-minute blocks each day on an alternating A and B schedule. One of the blocks is dedicated for an auxiliary assignment. This is time for all non-special education teachers, including those who have elected to do an overloaded schedule in lieu of their preparation period.

Example Schedule:

	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4
A	Teach	Teach	PLC & Preparation	Teach
B	Teach	Teach	PLC & Preparation	Auxiliary Assignment

Equitable minutes to the elementary and middle school teacher schedules would count these minutes as student-facing and/or instructional minutes for high school teachers. This is not protected work or preparation time for the educator.

During this assignment period, the building principal will assign each teacher to a role to serve the building as needed. Educators may provide input on their desired placement.

This assignment does not include lesson planning or grading. Administrators may reassign educators to substitute during this period, educators are not eligible for payment.

Examples:

- building committee
- content-based study hall support
- cooperative work experience connections
- credit recovery support
- senior capstone supports
- social media management
- student support connections
- student support push-in
- student physiological needs
- study hall supervision
- supervision of commons
- supervision of hallway
- testing room proctoring
- technology support
- travel during the day between buildings

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.