

Simmons Elementary
Required Policy
Standard 8
Policy Revision Date:

STAFF TIME ASSIGNMENT

PROCEDURE FOR ASSIGNMENT

The principal shall assign staff members' time in a manner that:

- I. Fully supports implementation of our student assignment policy.
- II. Takes into account staff members' requests on the annual Woodford County Board of Education intent sheet, to vary their work, so that it is a factor in favor of a change if a teacher has made past requests for a change or has been in a particular assignment for multiple years.

The staff assignment plan for instructional purposes shall consider the following criteria whenever possible in the assignment of staff:

- I. Staff members' specialized training related to the assignment.
- II. Requests of staff members related to assignments.
- III. Teaching experience related to assignments.
- IV. Seniority within the school.
- V. Individual teacher evaluations.
- VI. School needs.
- VII. Certification.

(All criteria will be considered equally).

All vacant positions, whether previously existing or new, shall be posted on the district web site immediately after being declared vacant by the superintendent. Teachers within the school shall have three working days in which to request a transfer in order to be considered for reassignment to the vacant position. The reassignment of existing staff to a vacant position is at the discretion of the principal

The assignment of staff to non-instructional time shall be made by the principal. The following criteria shall be used in making assignments for non-instructional purposes:

- I. All staff members share in the responsibilities.
- II. The schedule is on a rotating basis.
- III. Consideration is to be given to emergency issues.
- IV. Assignment will allow for optimum student care.
- V. Assignment will allow flexibility to facilitate staff teaming.

To complete assignments, the principal shall:

- I. In March, invite all returning staff members to indicate their preference for continuing or changing assignments for the next year.

- II. In April, meet with any individual staff members whose requests may be difficult to grant.
- III. In May, assign staff members.
- IV. In June, notify the council of how each returning staff member has been assigned.
- V. In September, notify the council of how all staff members have been assigned.

MONITORING PROCESS

The principal shall submit an updated list of staff assignments following each new assignment or reassignment made during the school year.

COMMUNICATION

All assignments for instructional and non-instructional time shall be presented to the staff in a faculty meeting.