INSTRUCTIONAL STAFF EXTRA DUTY

Purpose: To establish the basic structure for the requirement of extra duty responsibilities for the district instructional staff.

The board expects instructional staff teachers to assume reasonable duties over and above their regular teaching responsibilities in order to provide students with the most comprehensive educational program possible. Assignments will be impartially distributed among the staff in an equitable manner whenever possible. These extra duties may include daily class preparation and attendance at staff meetings and other meetings at the direction of the principal.

Administrative Professional staff members will assist in the supervision of students as part of their regular duties. This includes, but is not necessarily limited to the fulfillment of bus, lunchroom, and hall duty. Certified staff may be required to perform reasonable duties before, during, and/or after the normal instructional day for students.

The board expects all teachers, instructional staff members, to attend functions of their respective schools when requested by the principal, such as open houses or PTO/PTA meetings, and to attend other school events when requested by the principal/director of the school, and, when requested, to assist the principal/director.

The board also expects teachers to attend the appropriate parent-teacher meetings of their respective schools.

The superintendent may consider activities and services that make major demands on a teacher’s extra time as an extra duty assignment. The superintendent may compensate certified staff for major extracurricular responsibilities and assignments in accordance with the district’s supplementary pay schedule as adopted by the board.

Adopted 6/25/02, Revised