

Assignment of Instructional & Non-instructional Staff Time

- A. The principal will be responsible for developing a plan for assigning instructional and non-instructional staff time.
- B. Extra duty assignments will be distributed based on availability and need. All staff will be expected to participate.
- C. The principal shall send each staff member a list of teaching assignments for the next school year. Each staff member may send the principal a written indication of the assignment or assignments he or she would prefer. The principal will notify each staff member of their teaching assignment by the end of the school year. After the May Council meeting, the principal may change staff members' assignment if:
 - 1. The enrollment of the school or a particular course grows enough to require the creation of an additional class, and the principal believes that staff member is best able to teach that class.
 - 2. The enrollment of the school or a particular course decreases enough to require abolition of a class to which the staff member was assigned.
 - 3. A vacant position at the school is filled by a person not selected by the principal, and the principal concludes that the best results for students can be obtained by assigning that staff member to teach a class previously assigned to another teacher.