SCHOOL-BASED DECISION MAKING

School Name: **Stopher Elementary School**

Subject of the Policy: **Assignment of Instructional and Non-Instructional Staff Time**

Policy Statement

In January of each year, the administrative staff will survey teachers to determine their interest in teaching assignments and teams. By **June 15** of each year, the principal shall prepare an instructional and non-instructional staff assignment plan for the following school year. Staff assignments shall follow Jefferson County Board of Education (JCBE) policies and all negotiated contracts. All staff members will be notified in writing of intended assignments by **June 15** of each year. Intended assignments may be modified as needed based on the following:

- Changes in student enrollment
- Programmatic needs
- Changes in enrollment to a particular class or course requiring the abolishment of that class or course

The staff affected will be notified promptly of the unforeseen situation and any resulting changes to their intended assignments.

Extra-duty assignments will be made by the principal on a rotating basis and distributed equally, based on the needs of the building. All certified staff will supervise hallways between classes and before and after school as students are entering or leaving the instructional classroom each day.

Staff Assignment for Advance Program/Gifted/Primary Talent Pool Courses

The principal will complete the assignment of staff to Advance Program/Gifted/Primary Talent Pool courses after the SBDM Council has determined the number of positions needed.

Assignments will follow procedures as outlined in negotiated personnel contracts and will include the following:

- Gifted endorsement of assigned teacher
- Annual requirement of six professional-development (PD) hours in the area of gifted or differentiation for assigned $teacher
- Ongoing collaboration with school or district Gifted and Talented endorsed resource teacher

Date of First Reading: **12/10/21**

Date of Second Reading: **1/21/22**

Date Adopted: 1/21/2022
Date Reviewed:
Signature: Ruth Jarrell
(SBDM Council Chairperson)