

G. C. Burkhead Elementary School

SBDM Council Policy

Policy Number 09.01

Assignment of Instructional and Non-Instructional Staff

KRS 160.345 (2)(i)(2) requires the council adopt a policy on the assignment of all instructional and non-instructional staff time to be implemented by the principal. Decisions to assign are based on several factors, including the performance and effectiveness of the staff (Synergy, 5-5). Performance and effectiveness of the staff shall be based on the performance criteria as set forth in KRS 157.557. This information will be contained in each teacher's formal evaluations available only to the school principal. The council will determine policy in the area of staff assignments for all staff members but are not required to determine the specific assignment for all staff members.

Under KRS 160.380(2)(a) and KRS 161.760(2), after February 1, and up until 30 days before the first student attendance day, a superintendent may transfer personnel within the district or the principal, in accordance with SBDM policy, may reassign personnel within the school for the new school year.

ASSIGNMENT OF STAFF (Classified and Certified)

1. In March all returning staff will indicate their preference for continuing or changing assignments the next year through their letter of intent.
2. Other change requests such as classroom assignment or team, extra duty assignments, and/or other responsibilities, need to be made in writing to the principal by March 30.
3. Any vacant positions, certified or classified, that become available due to the addition of a position or the loss of a staff member and is approved for rehire between February 1 and July 16, will be posted by inter-school email. Any staff member interested in transferring to the available position will notify the principal in writing within three days of the announcement of the vacancy.
4. The principal will meet with any individual staff member within 5 days whose requests were not possible to fill and discuss reasons for the staff member's request, factors that made it difficult to grant the request, and possible solutions.
5. In school transfers/reassignments will be based on the following criteria:
 - Specialized training that the staff member has completed that is related to the assignment

- Certification
 - Needs of the educational program
 - Request of the staff member for the assignment
 - Seniority within the school
 - Individual teacher evaluations
1. If there is no interest within the school in a particular vacancy, the position will be posted through Central Office posting procedures.
 2. By May 1th, the principal will prepare a school staff assignment plan for the following school year based on criteria 1-6, and shall present the plan to the school council for consultation on the plan. The principal shall prepare a follow up school staff assignment plan for the following school year that includes amendments from the original plan by the July site based council meeting date.
 3. Hiring of staff will follow the guidelines as stated in policy 07.02.
 4. The principal will report personnel changes at each council meeting.

EXTRA DUTY ASSIGNMENTS

- Classified staff are assigned the responsibility for AM bus duty, breakfast duty, and lunch duty.
 - Teachers who do not have homerooms will be assigned to afternoon bus duty.
 - Unassigned staff time should be scheduled through the office with emphasis on 4th/5th grade assessment.

Adopted: 01-07-91

Amended: 09-14-99

Amended: 10-15-01

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