

INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT POLICY

KRS 160.345(2)(I)2



CRITERIA FOR ASSIGNMENT

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

1. Fully support implementation of our School Improvement Plan and our Student Assignment Policy.
2. Take into account staff members' requests to vary their work, particularly if a teacher has made past requests for a change or has been in a particular assignment for multiple years.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics.
4. Take into account specific student needs based on student performance data.
5. Respect state certification requirements and the parameters of district job classifications.

ASSIGNMENTS BASED ON CRITERIA

To complete assignments, the principal will:

1. In March, invite all returning staff members to indicate their preference for continuing or changing assignments the next year, including classroom assignments, extra-duty assignments, and other responsibilities.
2. In April, meet with any individual staff members whose requests may be difficult to grant to discuss reasons for the staff member's interest, factors making it difficult to grant the requests, and possible solutions.
3. In May, assign staff members based on the criteria in the first section of this policy.
4. In August, notify the council of how all staff members' extra duties have been assigned.

ALTERING ASSIGNMENTS

After making assignments, the principal may alter them:

1. When necessary to respond to unanticipated enrollment or staffing changes.
2. When the principal and the affected teachers agree that a change is needed.
3. When the council changes other policies or the School Improvement Plan and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until the next school year.

SUPERVISION OF STUDENTS

While on school property, students at New Highland Elementary will be under the supervision of a qualified adult who will hold them accountable for their conduct, per the Code of Acceptable Behavior and Conduct.

DAILY SUPERVISION PLANS

Prior to the opening of each school year, the principal (or designee) will have in place a plan of daily student supervision for the following areas:

MORNING:

- **Cafeteria:** Monitor the students through the line/getting breakfast out. Handout bags as needed.
- **Back Door/Parent Drop-Off:** Staff is to monitor parent drop-off to ensure the line is flowing steadily/students are getting in the building safely.
- **Lunchroom/Cafeteria Hallway:** Monitoring students traveling to and from breakfast.
- **Front Lobby:** Monitoring students traveling through the hallway/monitoring parents for office check-in.
- **K/1 Hallway Corner:** Monitoring students traveling to and from breakfast.
- **K/1 Hallway (across from library):** Monitoring students traveling the hallway/flow.
- **Kindergarten Door Monitor:** Ensure that all students enter from buses safely and that parents do not enter from here.
- **Front Sidewalk:** Keep parents from parking in the fire lane. Making sure students safely enter the building.
- **Bus loading and unloading zones:** Making sure all students unload buses safely and enter the building.

AFTERNOON:

- **K/1 Hallway Corner:** Monitor dismissal/students exit safely.
- **Bus Duty:** Ensure that students get onto buses safely and check-off teachers as they bring class out to account for all classes.
- **Gym Duty:** Monitor the students who are parent pick-ups. Ensure they are under correct number. Write order of the car numbers on whiteboard. Line up students as numbers are called.
- **Car/Pick-Up Line:** Monitor the students as they get into vehicles. Make sure the area is safe before the cars proceed.
- **Parent Pick-Up Spotter:** Radio the parent pick-up numbers into the gym for pick-up order.

** Supervision responsibilities will include directing students, parents, and visitors; as well as monitoring behavior in the designated area.*

SUPERVISION OF EVENTS AND ACTIVITIES

The Principal (or designee) will ensure that all school sponsored events and activities are supervised and chaperoned with a suitable number of qualified adults who will hold students to appropriate standards of conduct.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

First Reading: 09-29-2014

Second Reading: 10-27-2014

Date Reviewed or Revised: _____

Council Chairperson's Initials _____

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