

HUMAN RESOURCES

Duties, Responsibilities, and Rights of Employees

Teacher Work Assignments

This regulation supersedes Regulation 4422.7

I. PURPOSE

To describe the allocation of teachers' instructional time and planning time and the requirement to notify teachers of their tentative work assignments for the succeeding year.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been reviewed, and there are no changes at this time.

III. SECONDARY TEACHER INSTRUCTIONAL PERIOD ASSIGNMENTS

The normal teaching assignment for middle, secondary, and high school teachers is five periods per day plus one planning period and one period of instructional and professional responsibility (IPR). In schools without block scheduling, the usual teaching assignment is five periods with a planning period and an IPR period. In schools with block scheduling, the normal teaching assignment may be five periods with a planning period and an IPR period or three two-period or class blocks with a planning period. Teachers may have other configurations for teaching assignments provided that unencumbered planning time is maintained. Teachers whose block-scheduling program alternates from day to day may have planning time on alternate days. Teaching assignments of fewer than five periods require approval of the cluster assistant superintendent. Teachers assigned to teach six periods with no planning time included in their schedules would be provided extra compensation, either through issuing longer-day contracts or through increasing the number of days of the contracts. Cooperative education coordinators may receive an increased number of contract days and classroom assignments commensurate with the number of cooperative education students enrolled in the program.

IV. CHAIRPERSON ASSIGNMENTS

In high and secondary schools, principals may choose to appoint department chairs annually. At the discretion of the principal, an appointed chairperson may be given a release period from teaching in addition to an unencumbered planning period.

V. ELEMENTARY TEACHING ASSIGNMENTS

A. Grades 1-6

Elementary teachers shall be allowed six and one-half hours over a two-week rotation when they are not required to be with their classes.

This time is prorated if the teacher contract is less than full time. This period of time is intended for activities such as planning lessons, organizing materials and equipment, grading student work, and holding conferences as needed with students, parents, or other staff members. This time shall be exclusive of travel time or other assigned duties.

Classroom planning time is provided during art, physical education, and music instruction. Other certified personnel without direct classroom responsibilities may also be assigned in a manner that provides planning time. In these instances, planning time must be approved by the cluster assistant superintendent if the assignment exceeds ten hours per week per position.

Every effort shall be made to ensure that each individual elementary art, physical education, or music teacher be assigned a maximum of 22.6 hours per week of instructional time with students. Every effort shall be made to avoid assigning elementary music or physical education teachers to more than two schools in one day. Inclusion of students with special needs or scheduling self-contained special education classes shall be reviewed at the school level based on the students' individualized education programs (IEP).

B. Kindergarten

Teachers of two half-day kindergarten classes shall have three hours of planning time per week. One hour will be provided by music and physical education instruction. The additional two hours will be provided during scheduled library and art lessons.

VI. SCHOOL LIBRARIANS

Using librarians to provide planning time should be done in a manner that recognizes their role in supporting the instructional program and that does not impede the performance or the completion of their responsibilities as librarians. The use of librarians to provide planning time must be approved by the cluster assistant superintendent if the assignment exceeds ten hours per week. Principals, cluster assistant superintendents, and staff members will work together to ensure planning time needs are adequately supported as well as the needs of the library. In such a situation, planning time will be provided for librarians, and extra duties and responsibilities will be appropriately adjusted to accommodate the variance in duties.

VII. NOTIFICATION OF TEACHER ASSIGNMENTS

Prior to the summer break, principals shall inform all teaching personnel of their tentative subject or grade-level assignments for the succeeding year. Itinerant teachers will retain base-school assignments from one year to the next unless notified otherwise.

VIII. CHANGE OF POSITION DURING SCHOOL YEAR

A teacher who is transferred to a different classroom teaching position (grade level, subject, or school) during the course of the school year shall be afforded, except under unusual circumstances, the opportunity to have one workday for preparation prior to assuming the different position.

See also the current versions of

Policy 3355, High School for Science and Technology
Regulation 3355, Thomas Jefferson High School for
Science and Technology