

## **Personnel -- Certified**

### **Non-Teaching Duties**

The required non-teaching duties in the Stafford School system vary according to the needs of each building. Within each building, principals will plan and assign non-teaching duties as required. Principals will attempt to assign such duties on an equitable basis giving consideration to the following where applicable.

1. The rotation of duties on a periodic basis ranging from a daily to a yearly arrangement.
2. Through the use of the instructional schedule, assign teachers according to time availability.

To fulfill the requirements of this policy, specific guidelines for principals and staff will be listed in all teacher handbooks as follows:

1. During the school year, detention duty will involve all certified staff.
2. During regularly scheduled parent conference time, all certified staff shall be available to parents and/or be involved with other professional work.
3. Lunch, cafeteria duty and/or recess, and bus duty will be rotated among certified staff on a long-term or short-term basis to the highest degree possible.

Principals and teachers will be encouraged to maintain open communications in order to seek a balance in the distribution of extra duty assignments. It is recognized that the varied requirements of normal teaching duties will necessitate good judgment, discretion, flexibility, and cooperation.

Policy adopted: November 14, 2005