



Simons Middle School



11.0 –Instructional and Non-Instructional Staff Time Assignment

CRITERIA FOR ASSIGNMENT

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

1. *Take into account specific student needs and interests, including both developmental and academic.*
2. Facilitate the implementation of our Improvement Plan and our Student Assignment Policy.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics and assign highly-effective staff in a fair and equitable manner based on student and school needs, assessment data, and local and state requirements.
4. Take into account staff members' requests to vary their work.
5. Put a priority on manageable class loads for all teachers.
6. Meet certification requirements and the parameters of district job classifications.

PLANNING

The principal shall annually evaluate personnel assignments and report to the council any recommendations for changes. To complete assignments, the principal will:

1. Review assignments.
2. Consider student enrollment, school and district mission, as well as state and district guidelines.
3. Review certifications, qualifications, and experiences of teachers as well as classified employees.
4. Develop a plan to match individuals based on the needs of students and programs.
5. Develop a plan for non-instructional time to include duties for student supervision, extracurricular activities, and parent involvement activities.
6. Develop a plan for teacher assignments prior to July 1.
7. In August, notify the council, as an FYI, of how all staff members 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 Simons Middle School will be under the supervision of a qualified adult who will hold them accountable for their conduct.

A. 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 as needed:

- Cafeteria
- Restrooms
- Front lawn during break
- Locker areas



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- Halls and stairwells
- Before and after school areas
- Bus loading and unloading zones

B. 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: January 22, 2018

Second Reading: February 19, 2018

Date Adopted: February 19, 2018

Signature: 

Date Reviewed or Revised: _____

Council Chairperson's Initials: _____

Date Reviewed or Revised: _____

Council Chairperson's Initials: _____