

McKell Middle School

Assignment of Staff Time Policy

The principal shall make assignments of certified and classified staff time. These assignments shall maintain as an effective a teacher/student ratio as possible based on the funds available for staffing.

At the end of each year, current teachers may make their preferences known to the principal as to their desired assignments for the coming year. These preferences will be considered in assigning grade level placements and other duty assignments for the following year. The principal will present staff assignments and the master schedule to the council annually.

The principal will assign supervision, planning, and extra duty assignments in accordance with board policy.

If the need arises, the principal can alter assignments to respond to the unanticipated enrollment, staffing changes, or other unforeseen circumstance(s).

Council Chair Signature: _____

Council Vice-Chair Signature: _____

Revised: 9-26-13

Previous Readings: 10-28-04, 12-2-04