

Frankfort High School
Assignment of Instructional and Non-Instructional Staff Time
First Read: June 6, 2022
Second Read: August 8, 2022
Adopted: August 8, 2022

Policy Statement

This policy is intended to act as a guide in guiding the assignment of instructional and non-instructional staff time.

Policy

Criteria for Assignment

The Principal will assign staff members' time in a manner that will

1. Fully support the implementation of our Comprehensive School Improvement Plan (CSIP) and our Student Class Assignment Policy.
2. Take into account different teachers' strengths and in-depth knowledge of specific topics.
3. Take into account specific student needs based on student performance data.
4. 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.
5. Respect state certification requirements and the parameters of district job classifications.

Assignments Based on Criteria

1. By May 1st the Principal will meet with any individual staff member whose assignment may change in the upcoming school year, and/or who has made a request to change assignment the next school year including classroom, extra-duty and/or other responsibilities. If a request may be difficult to grant reasons for the difficulty of the staff member's request factors and possible solutions will be presented.
2. In May the Principal will assign staff members based on the criteria in the first section of the policy.
3. In August, the Principal will notify the SBDM Council 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 CSIP and recognizes in the minutes that those changes may require staff time assignment changes that cannot be put off until the next school year.