

# SCHOOL-BASED DECISION MAKING

## Policy Format

**School:** Jane Hite Glass Elementary

**Subject of the Policy:** Assignment of Instructional and Non-Instructional Staff Time

### Policy Statement:

Staff assignments shall follow Jefferson County Board of Education policies and all negotiated contracts. All staff members will be notified of intended assignments by June 15<sup>th</sup> of each year. Intended assignments may be modified according to the needs of the instructional program.

The assignment of instructional and noninstructional staff time will be completed by the principal after the SBDM Council has determined the number of positions in each job classification (i.e., teachers, assistants). Student mobility is a consideration each year when assigning faculty and staff in our building.

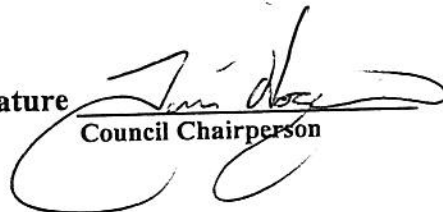
All staff will supervise students between classes and before and after school as students are entering or leaving the instructional classroom each day.

Changes to assignments will follow procedures as outlined in negotiated personnel contracts and also the following:

- Changes in student enrollment
- Changes in enrollment to a particular class requiring the abolishment of that class
- If a change is needed to meet the educational goals and needs of the students and all parties (teacher/classified staff, principal, and others involved in a particular situation) agree that the move best meets the educational goals of students
- Notification to staff involved is provided by the principal, both in writing and verbally within contractual guidelines.

**Date of First Reading:** 5/19/04  
**Date of Second Reading:** 8/18/04  
**Date Adopted:** 8/18/04  
**Date Revised:** 9/16/09  
**Date Revised:** 8/28/13

Signature

  
Council Chairperson