

Policy number 06.02

Staff Time Assignment Policy

Purpose:

Caverna Elementary vows to put students first, “Every student, every day, building leaders.” In doing so, staff will be assigned where they are best suited for a “Win Win” situation.

Procedures:

The principal shall assign staff members’ time in a manner that:

- Fully supports implementation of student assignment policy
- Considers staff members requests, certification, specialized training, and evaluations
- Put first things first which is our students

In May the Principal shall:

- Invite all returning staff members to indicate their preference for continuing or changing assignments for the next year
- Meet with individual staff members who would like to change
- Meet with individual staff members that the principal would like to consider changing
- Assign staff members

At the May meeting the principal shall present the plan to the SBDM council. Discussion of the plan shall include school-wide priorities and concerns only and will not include individual discussion of staff persons. If needed a revised plan with amendments will be presented to the SBDM council two weeks prior to school starting. The principal will make final decisions regarding assignment of the staff. Extra duties will be assigned to staff and distributed equally.

Evaluation:

Annually, the SBDM Council will review the policy and timeline and make necessary changes so CES can meet the needs of all students by putting them first.

First Read Date _____ 4/13/16 _____

Policy revised __ 5/10/16 _____

Second Read Date _____ 5/10/16 _____

Policy reviewed: July 2017, 3/27/18, 11/12/19