

JELV School Operational Policy

STAFF TIME ASSIGNMENT POLICY

DEFINITIONS

Instructional staff time shall include what goes on during the instructional portion of the day.

Non-instructional staff time shall include the time (i.e. planning time) during the school day that is not instructional excluding lunchtime.

CRITERIA FOR ASSIGNMENT

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

1. Take into account specific student needs, including both developmental and academic, based on student data and student interests.
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 explore career goals.
5. Put a priority on manageable caseloads for all teachers, including special area teachers.
6. Include formal and informal assignment processes that support and assist all new personnel and provide mentoring for new instructional personnel.
7. Meet certification requirements and the parameters of district job classifications.

ASSIGNMENTS BASED ON CRITERIA

To complete assignments, the principal will:

1. In the Spring, an administrator will meet with any individual staff members whose teaching assignment may/will change to discuss reasons for the change.
2. By the end of the school year, assign staff members based on the criteria in the first section of this policy. Notify all staff members of their anticipated assignments.
3. In June, notify the council of anticipated staff assignments.

STAFFING CONSIDERATIONS

JELV School Council will consider the budget allocations from the district in determining staffing.

District staffing allocations are determined based on the state recommended cap sizes:

Primary: 24 Students

Preschool: 20 per AM and PM session

ALTERING ASSIGNMENTS

After making assignments, the principal may alter them when necessary to respond to unanticipated enrollment, staffing changes, or the needs of the CSIP.

SUPERVISION OF STUDENTS

While on school property, students at JELV will be under the supervision of a qualified adult who will hold them accountable for their conduct.

- A. Prior to the opening of each school year, the school administrators will have in place a plan of daily student supervision for the following areas:
Cafeteria, Restrooms, Playground, Hallways, Before & After School Areas, and Bus Loading/Unloading Area
- B. The school administrators will ensure that all school-sponsored events and activities are supervised with a suitable number of qualified adults who will hold the students to appropriate standards of conduct.

Date Adopted: 12-8-21

Date Revised: