

1 The Transylvania County Board of Education (the “board”) acknowledges that instructing
2 students is the primary mission of the school system. Generally, in order to carry out the
3 responsibilities of the school system, teachers and other employees may also be required to
4 perform certain non-instructional and extracurricular duties. Assigned additional duties are
5 considered part of all employees’ responsibilities. However, assignment of additional duties to
6 teachers should be minimized to allow time for teachers to plan, collaborate with colleagues,
7 conduct conferences with parents, tutor students, and perform any other activities that have a
8 direct impact on student achievement. Beginning teachers also need adequate opportunities to
9 develop their professional skills and need access to experienced teachers who will provide
10 mentoring to them. In light of these goals, the principal of each school has the authority to
11 assign extracurricular and non-instructional duties as necessary to conduct the business of the
12 school, within the following guidelines.

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14 **A. EXTRACURRICULAR DUTIES**

15
16 Initially licensed teachers may not be assigned extracurricular duties unless they request
17 the assignments in writing.

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19 **1. Extracurricular Duties Defined**

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21 Extracurricular duties include those duties performed by a teacher outside the
22 regular school day that involve students and are not directly related to the
23 instructional program. Examples of extracurricular activities for which consent is
24 required include such things as coaching duties, taking tickets at sporting events,
25 and acting as a faculty sponsor for a student club. Extracurricular duties do not
26 include such things as time spent in parent-teacher conferences or activities
27 related to courses taught by the teacher, such as band concerts that are performed
28 as a part of band class.

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30 **2. Exceptions Permitted for Compelling Reasons**

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32 In cases of compelling need, initially licensed teachers may be required to
33 perform extracurricular duties if the procedures set forth in this paragraph are
34 followed.

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36 **a. Compelling Need Defined**

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38 A compelling need arises when the principal of a school is not reasonably
39 able to provide adequate supervision by qualified personnel at
40 extracurricular activities without using initially licensed teachers and no
41 initially licensed teachers have volunteered in writing to perform these
42 activities. In determining whether a compelling need exists, it will be
43 assumed that teaching assistants and other non-licensed employees may

44 not be assigned to extracurricular duties unless the assignment is approved
45 in advance by the superintendent or designee. Examples of compelling
46 need include circumstances when:

- 47
- 48 1) an employee who is scheduled to perform an extracurricular duty is
49 unexpectedly unavailable and the position must be filled quickly;
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 - 51 2) the school principal cannot adequately fill extracurricular duty
52 positions without additional reliance on initially licensed teachers;
53 or
 - 54
 - 55 3) an extracurricular duty must be supervised by individuals with
56 certain experience, skills, or qualifications, and initially licensed
57 teachers are the only qualified staff members who possess the
58 required experience, skills, or qualifications.
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60 **b. Process for Granting a Compelling Need Waiver**

61 1) Board Waiver

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64 In cases in which the need for a waiver is reasonably foreseeable
65 and there is an opportunity to bring the matter before the board of
66 education for approval prior to the extra duty, the superintendent
67 shall bring the matter to the board for a decision on the waiver
68 request. The recommendation for a waiver must be in writing and
69 set forth the circumstances requiring the waiver. The board
70 minutes or other documentation will reflect the reasons for
71 granting the waiver.

72
73 2) Superintendent Waiver

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75 If there is not a scheduled board meeting prior to the need to
76 provide adequate supervision at the extracurricular activity, the
77 superintendent may waive the requirement upon a finding of
78 compelling need. The superintendent shall make a written record
79 of all such waivers and the circumstances for requesting each
80 waiver. At the next regular board meeting, the superintendent shall
81 report to the board any past waivers made and the reasons
82 therefore. If the waiver is for an ongoing activity, the
83 superintendent must seek and obtain board approval to continue
84 the initially licensed teacher in the extracurricular activity in
85 accordance with the procedure in paragraph (1) above.

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87 3) Principal Waiver

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89 If there is an exigent need to waive the policy, such as the
90 unexpected illness or absence of an employee, then the school
91 principal is authorized to waive the policy temporarily for up to
92 five days. However, the principal must report the waiver to the
93 superintendent in writing, setting forth the circumstances requiring
94 the waiver. The superintendent must approve all waivers over five
95 days, as provided in paragraph (2) above. The board must approve
96 all continuing waivers at its next regular meeting, as provided in
97 paragraph (1) above.
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99 4) Teacher Access to Records

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101 The teacher may request and is entitled to receive any
102 documentation regarding waivers requested or granted under this
103 policy.
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105 **B. NON-INSTRUCTIONAL DUTIES**

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107 Principals shall minimize the assignment of non-instructional duties to all teachers,
108 including initially licensed teachers. Specifically, teachers should not be required to use
109 their daily planning periods on an ongoing and regular basis to supervise students.
110 Planning periods generally should be reserved for course planning and meetings with
111 other professional staff regarding the instructional program.
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113 **1. Non-Instructional Duties Defined**

114
115 Non-instructional duties refer to those duties that are not directly involved with
116 the instructional program or the implementation of the current statewide
117 instructional standards, but that all teachers are expected to do. These duties
118 include such things as bus duty, carpool duty, and regular and ongoing use of
119 planning periods to monitor hallways and cafeterias. Nothing in this policy
120 should be construed to relieve teachers of the responsibility to provide for the
121 safety and supervision of students during regular school hours, as necessary to
122 maintain order and discipline in the school.
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124 **2. Distribution of Non-Instructional Duties**

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126 Non-instructional duties should be distributed equitably among employees to the
127 extent that it is reasonably possible to do so. In assigning non-instructional
128 duties, consideration should be given to the need for initially licensed teachers to
129 have adequate professional development, planning time, and access to more

130 experienced teachers who can share their expertise. Principals are responsible for
131 structuring these opportunities in a way that will be beneficial to the students and
132 employees at their schools.
133

134 **C. EVALUATION**

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136 The failure of an initially licensed teacher to volunteer to perform extracurricular duties is
137 not appropriate grounds to lower the teacher’s evaluation or just cause for a less than
138 proficient evaluation rating of an initially licensed teacher, provided that the teacher has
139 conducted himself or herself in a professional manner when declining to accept
140 extracurricular duties. However, a teacher’s failure to perform an assigned non-
141 instructional or extracurricular duty in a competent and professional manner may be
142 considered as a part of the teacher’s evaluation.
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144 Legal References: G.S. 115C-47(18a), -301.1; State Board of Education Policy **TCED-016**
145 ~~LICN-004~~

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147 Cross References:

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149 Adopted: March 7, 2016

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151 Revised: February 19, 2018 (legal references only); **[DATE]**

REVISED