

~~A. EXTRACURRICULAR DUTIES~~

~~Initially Licensed Teachers (ILTs) and teachers with 27 or more years of experience may not be assigned extracurricular duties unless they request the assignment in writing.~~

~~1. Extracurricular Duties Defined~~

~~Extracurricular duties include those duties performed outside of regular school hours which are not a part of the teacher's instructional duties. Examples of extracurricular activities for which consent is required include such things as coaching duties or acting as a faculty sponsor for a student club. Extracurricular duties do not include such things as time spent in parent teacher conferences, or activities related to courses taught by the teacher, such as band concerts that are performed as a part of band class.~~

~~2. Exceptions Permitted for Emergency Situations~~

~~In cases of emergency situations, the superintendent or his designee(s) may temporarily suspend sections of this policy and allow principals to assign extracurricular duties to ILTs and teachers with 27 or more years of experience or the superintendent may delegate such authority to his principals. An emergency situation arises when a school is not reasonably able to staff planned or scheduled extracurricular activities with qualified personnel without using ILTs and/or teachers with 27 or more years of experience.~~

~~B. NON-INSTRUCTIONAL DUTIES~~

~~Principals shall minimize the assignment of non-instructional duties to all teachers, including ILTs and teachers with 27 or more years of experience. Specifically, teachers should not be required to use their daily planning periods on an ongoing and regular basis to supervise students. Planning periods generally should be reserved for course planning and meetings with other professional staff regarding the instructional program.~~

~~1. Non-instructional Duties Defined~~

~~Non-instructional duties include those duties that are not related to the instruction and supervision of students. This includes such things as bus duty, car pool duty and regular and ongoing use of planning periods to monitor hallways and cafeterias. Nothing in this policy should be construed to relieve teachers of the responsibility to provide for the safety and proper supervision of students during regular school hours. This includes an expectation that teachers monitor hallways during class changes, assigned lunch periods and other times when they are on duty.~~

~~2. Distribution of Non-instructional Duties~~

~~Non-instructional duties should be distributed equitably among employees to the extent that it is reasonably possible to do so. In assigning non-instructional duties, consideration should be given to the need for ILTs to have adequate professional development, planning time and access to experienced teachers. Teachers with 27 or more years of experience are expected to be available to devote some time each week to sharing their experience and expertise with less experienced staff members. Principals shall be responsible for structuring these opportunities in such a way that will be beneficial to their schools.~~

~~Legal References: G.S. 115C-47(18a), 301.1~~

~~APPROVED BY BOARD  
AND EFFECTIVE 11/1/99~~