

## **5345 ASSIGNMENT OF TEACHERS TO NON-INSTRUCTIONAL DUTIES AND EXTRACURRICULAR DUTIES**

The Board acknowledges that instructing students is the primary mission of the school system. Generally, in order to carry out the responsibilities of the school system, teachers and other staff members may also be required to perform certain non-instructional and extracurricular duties. Assigned additional duties are considered part of all employees' responsibilities. However, assignment of additional duties to teachers should be minimized to allow time for teachers to plan, to collaborate with colleagues, to conference with parents, to tutor students, and to perform any other activities that have a direct impact on student achievement. Beginning teachers also need adequate opportunities to develop their professional skills and need access to experienced teachers who can mentor them. In light of these goals, the principal of each school has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school within the following guidelines.

### **A. Extracurricular Duties**

Initially licensed teachers ~~and teachers with 27 or more years of experience (exempt teachers)~~ may not be assigned extracurricular duties unless they request the assignments in writing.

#### **1. Extracurricular Duties Defined.**

Extracurricular duties include those duties performed outside of regular school hours which are not part of the teacher's instructional duties. Examples of extracurricular activities for which consent is required include such things as coaching duties, taking tickets at sporting events 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 part of band class.

#### **2. Temporary Suspension of Policies Regarding Assignment of Extracurricular Duties.**

The Board of Education delegates to the Superintendent the authority to temporarily suspend the rules and policies regarding assignment of extracurricular duties to exempt teachers at a school when there is a compelling reason for not implementing the rules or policies. In determining whether a compelling need exists, it will be assumed that because of budgetary constraints, the principal may not employ teaching assistants and other non-certified employees to perform extracurricular duties unless the assignment is approved in advance by the Superintendent or his or her designee. The following circumstances will be considered to be a compelling reason:

- a. A staff member who is scheduled to perform an extracurricular duty is unexpectedly unavailable and the position must be filled quickly;

b. The school cannot adequately fill extracurricular duties without additional reliance on teachers, including reliance on teachers with initial certification ~~or teachers with 27 or more years of experience~~; or

c. An extracurricular duty requires an individual with certain experience, skills or qualifications and only teachers at that particular school with initial certification ~~or with 27 or more years of experience~~ possess the required experience, skills or qualifications.

d. Other compelling circumstances as determined by the Superintendent after appropriate review.

## B. Non-Instructional Duties

Principals shall minimize the assignment of non-instructional duties to all teachers, including initially licensed teachers ~~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, carpool 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 supervision of students during regular school hours, as necessary to maintain order and discipline in the school.

### 2. Distribution of Non-Instructional Duties.

Non-instructional duties should be distributed equitably among employees to the extent it is reasonably possible to do so. In assigning non-instructional duties, consideration should be given to the need for initially licensed teachers to have adequate professional development, planning time, and access to experienced teachers who can share. ~~Teachers with more than 27 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 such opportunities in such a way that will be beneficial to their schools.

## C. Evaluations

Teachers with initial certification ~~or teachers with 27 or more years of experience~~ may volunteer in writing to perform extracurricular duties or may be required to perform such duties if the limitations on these assignments are suspended as provided above.

The failure to volunteer to perform extracurricular duties will not be just cause for a less than satisfactory evaluation of a teacher with initial certification ~~or a teacher with 27 or more years of experience~~ provided, however, that the teacher has conducted himself/herself in a professional manner when declining to accept extracurricular duties. Moreover, a teacher's failure to perform a non-instructional or extracurricular duty in a competent and professional manner may be considered as a part of the teacher's evaluation.

#### ~~D. Request Form~~

~~The attached form must be completed by all teachers with initial certification or with 27 years or more of teaching experience who request assignment to or agree to accept an extracurricular duty. It is not necessary to use the form when making non-instructional duty assignments.~~

LEGAL REF: [G.S. 115C-47](#)(18a) -301.1, State Board of Education [TCP-A-004](#)

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