

**WOODFORD COUNTY MIDDLE SCHOOL
SBDM COUNCIL POLICY**

POLICY TOPIC: Staff Assignment 02

POLICY NUMBER: 02.1

POLICY STATEMENT

The principal shall assign each staff member's time in a manner that supports implementation of our Comprehensive School Improvement Plan and also provides at least 45 minutes of planning time per day (does not apply to rotational teachers). The principal shall consider certification and highly qualified status of a teacher when making staff assignments.

Each staff member may send the principal a written indication of the position or positions he or she would prefer to teach.

The principal may choose to assign any staff member differently, if, in his or her judgment, that assignment will make a greater contribution to student success.

The principal may change staff member's assignments if:

1. The enrollment of the school or a particular course grows enough to require the creation of an additional class, and the principal believes that staff member is best able to teach that class;
2. The enrollment of the school or a particular course decreases enough to require abolition of a class to which the staff member was assigned;
3. A vacant position at the school is filled by a person not selected by the principal, and the principal concludes that the best results for students can be obtained by assigning that staff member to teach a class previously assigned to another teacher; or
4. The principal and all affected staff members agree that a particular change is appropriate.

Date Adopted March 14, 2006

Council Chairperson Stephanie Koontz