

Staff Time Policy
KRS 160.345 (2)(i) 2

Purpose:

The Staff Time Policy for Pembroke Elementary School ensures that the amount of instructional time and non instructional time for the certified and classified staff is equitable and provides maximum learning time for all students. It also ensures supervision of students to maximize security.

Procedures:

In determining staff time for certified and classified instructional staff, the school council shall establish specific timeframes for instructional and non-instructional duties based on priorities established in the Comprehensive School Improvement Plan (CSIP). These time frames shall support agreed upon student achievement goals. All certified and classified instructional staff's time during the school day shall be equitably distributed amongst Pembroke Elementary's School instructional staff members.

Each certified classroom teacher shall maintain a daily classroom schedule that demonstrates at least 380 instructional minutes. Three hundred and forty of these instructional minutes shall be focused on the instructional core that includes English/Language Arts, Science, Mathematics, and Social Studies. Forty of these minutes shall be spent in Arts and Humanities, Practical Living/Career Studies, Health and Physical Education, and Technology. Non-instructional time for students (e.g., restroom breaks, course transitions) shall be kept to a minimum with 15 minutes being for recess and 25 minutes for lunch.

Each certified special education teacher shall maintain a daily schedule of classroom collaboration and pull-out services based on the IEP's of our special education population. The principal will work with the special education teachers to help create and maintain these schedules.

Certified employees shall have 30 minutes of monitoring duty either before and/or after school (ex. 20 minutes before to help monitor halls and 10 minutes after to help monitor bus or car duty)

The principal is responsible for determining schedules for all classified paraeducators. All paraeducators shall spend the majority of their work day on instructional duties (i.e., working with students). Classified employees shall have a 10 minute break and a 25 minute lunch during the day. Their before and after duty will depend on the number or hours they work, but all will be assigned at least one.

The principal has the responsibility of assigning teachers and paraeducators to classes and schedules by creating the master schedule, extra duties schedule, and individual schedules as needed.

Evaluation:

Annually the principal shall report to the school council a summary of the use of staff time. This report can include, but is not limited to, the master schedule, extra duty schedule, and individual schedules as needed. The principal shall not refer to the teachers by name during the reviews.

Date Adopted: _____

Date Reviewed/Revised _____ Feb. 24, 2020 _____

Date Reviewed/Revised _____ Aug. 24, 2020 _____