

Ockerman Elementary Site Based Policy 2.1

Ockerman Elementary School Assignment of Instructional and Non-Instructional Staff Time

By the June meeting each year the principal shall prepare an instructional and non-instructional staff assignment plan for the following school year and present the plan to Council for approval.

Council shall approve, or amend and approve, the plan for the following year.

The assignment of all instructional and non-instructional staff time shall be made by the Principal. The plan should consider, but is not bound to, the following:

- Achievement of School Improvement Plan and effective management of instructional practices.
- Effective use of instructional time.
- Areas of interest expressed by the staff.
- Demonstrated ability to challenge and motivate students to high levels of learning.

Staff Assignments:

1. Any staff requesting an assignment change must submit the request in writing to the Principal by the end of March, or within the first 10 days of the job posting. (If current and job certification are met, current staff may be given first consideration for the position requested. The Principal may also take the seniority of the staff members involved into consideration when making a decision on the position. The principal may communicate verbally or in writing to staff members denied the vacant position which they requested stating the reasons for that judgment.)
2. Any staff placed in a different position than they currently hold may be given verbal or written communication by the Principal stating the reasons why this change took place.
3. The Principal shall assign each teacher a planning period within the teaching day that is consistent with the school schedule and needs of the students. Every effort will be made to include half-day programs, such as Pre-School and Kindergarten, into the Master Schedule.
4. The Principal shall assign the time of classified staff in a manner that is consistent with:
 - The needs of the students.
 - The staff member's job classification.
 - The overall school schedule.

Policy 2.1 of the Ockerman Elementary School Council's Policies was adopted
on 2/28/12 and signed by the following Council members:

Thomas W. Long J
Marcy Hols
Debra Adams
Laura Seibel
Ray H

Brooke Meyer
Denise Backus

SBDM Secretary:

Colleen Bolmer
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