KRS. 160.345(2)(i)2

Assignment of Instructional and Non-instructional Staff

Policy Statement

By June 1 of each year, the principal shall prepare an instructional and non-instructional staff assignment plan for the following school year. Staff assignments shall follow Carter County County Board of Education (CCBE) policies and all negotiated contracts. All staff members will be notified in writing of intended assignments by June 1 of each year. Intended assignments may be modified as needed based on:

• Changes in student enrollment.

• Programmatic needs.

* Changes in enrollment to a particular class or course requiring the abolishment of that course.

Extra-duty assignments will be made by the principal. All certified staff will supervise hallways between classes and before and after school as students are entering or leaving the instructional classroom each day.

Date of First Reading: \_\_October 17, 2013\_\_\_\_\_\_\_\_\_

Date of Second Reading: \_\_\_November 18, 2013\_\_\_\_\_\_\_\_\_

Jo Ashworth

Signature SBDM Chairperson