

INSTRUCTIONAL STAFF EXTRA DUTY

Code **GCMD** Issued **12/01**

Purpose: To establish the basic structure for the requirement of extra duty responsibilities for the center's instructional staff.

The director expects teachers to assume reasonable duties over and above their regular teaching responsibilities in order to provide students with appropriate supervision and a comprehensive educational program. These extra duties may include daily class preparation and attendance at staff meetings.

Professional staff members will assist in the supervision of students as part of their regular duties during the school day.

The board expects all teachers to attend functions of the center and, when requested, to assist the director.

The board also expects teachers to attend the appropriate parent-teacher meetings of the center.

The board and/or director may consider activities and services that make major demands on a teacher's extra time as an extra duty assignment.

Adopted 12/18/01