

GCL

POLICY DEVELOPMENT GROUP
DRAFT

8/31/17

PROFESSIONAL STAFF
SCHEDULES AND CALENDARS

All professional staff members shall report to their duty stations on time each workday and shall, as scheduled, be available there until the designated time(s) they are scheduled to leave. The Superintendent or Superintendent's designee may alter or extend the school day for meetings, special events, and activities.

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes so that they may see students, parents, and/or attend to other duties as assigned. Employees will be present and available for an eight (8) hour contract day, which will be determined by the student hours at each school. Family members are not allowed in teacher work areas during scheduled duty hours.

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duty during the teaching day. These duty assignments shall be considered a regular part of a teacher's duties and shall be fulfilled accordingly.

Teachers will perform duties other than classroom teaching. Extra duty assignments will be made by the Superintendent or Superintendent's designee.

Adopted: date of Manual adoption

LEGAL REF.: A.R.S. 15-521

CROSS REF.: GCMF - Professional Staff Duties and Responsibilities
JLIA - Supervision of Students