

### **PROFESSIONAL STAFF WORK LOAD**

Teachers will be expected to assume reasonable duties over and above their regular classroom teaching responsibilities; however, the administration will attempt to make equitable distribution of work among the staff. Activities and services which make minor demands on the teacher's time (such as student registration, attendance-keeping and record-keeping, reporting to parents, supervision of students, and the request for, care of, and accounting for instructional materials) will be part of each teacher's assignment.

Extra responsibilities that make major demands on a teacher's time will be rewarded with extra compensation. Such jobs and the compensation therefore, will be in accordance with a schedule approved by the Board.

### **ATTENDANCE AT MEETINGS**

Teachers are expected to attend faculty meetings, unless they are excused, for valid reason, by the Superintendent/CEO or Principal. General faculty meetings and other professional and in-service activities are considered part of the regular assignment of instructional personnel.

1<sup>st</sup> Reading-4/19/2016

2<sup>nd</sup> Reading-5/17/2016

Date Adopted-5/17/2016

Last Revised-