

PROFESSIONAL STAFF ASSIGNMENTS/TRANSFERS/EXTRA-PAY

Assignment of employees will be made under the direction of the superintendent, who will consider the recommendation of principals and coordinators. Whenever possible, employees will be assigned to positions for which they are best qualified.

Assignments may be changed by the superintendent whenever the best interest of the district will be served. Transfers may be initiated by the staff member concerned or by an appropriate administrator.

All requests for transfers will be processed through proper channels.

LEGAL REFS: W.S. 21-7-111 (a) (i)

The superintendent will recommend, and the Board will appoint, teachers for activity and other extra-pay assignments. Teachers will be expected to assume reasonable duties over and above their regular teaching assignments.

These duties may include supervision of halls, rooms, bus loading, cafeteria, playgrounds, etc., as assigned by the principal.

Teachers from all buildings will share in responsibilities at athletic and other events with extra pay. A master list of teachers who will be assigned such duties will be drawn up each fall by a committee representing the various schools.

Special assignments requiring extra duty beyond the normal school day, or over and above the regular school year, will be compensated for in accordance with a supplementary salary schedule approved by the Board. The Board also will approve supplementary positions that will be placed on the schedule.

A teacher who is offered and undertakes an activity assignment will enter into an extra service or duty agreement with the Board for a term of no more than one year.

CROSS REFS: GCAG, General Duties and Responsibilities of Teachers

Adopted: October 4, 1994