

PROFESSIONAL STAFF WORK LOAD

Staff Meetings

1. Staff meetings shall be called at the discretion of the superintendent, the directors, or the principals, and by building, department, grade, or the entire faculty. A reasonable effort will be made to give adequate time notice of any meeting. All staff shall attend unless otherwise excused.
2. Administrative Meetings shall be held as needed and called at the discretion of the superintendent or designee.
3. Other administrative meetings, by level or by groups, shall be called as required.
4. Minutes shall be recorded at all staff and committee meetings.
5. Periodic reports regarding the outcome of staff meetings and committee work shall be made to the Board of Education.
6. All certified staff will have a homeschool designation. The homeschool principal/district director will be responsible for evaluation and the professional development plan. The responsibilities, as determined by the homeschool principal, could include serving on committees, attending faculty meetings, and other teaching duties which do not make major demands on a staff member's time.

Lesson Plans should be maintained and available upon demand and turned in according to building procedures.

Issued and approved by the Board 10/22/73

Reviewed 3/13/96 Revised 4/14/04