

ARTICLE IX -- TEACHING ASSIGNMENT

Section 1. General Procedures

All teachers shall be notified, in writing, as soon as possible, of their teaching assignment for the next school year, according to the following guidelines:

- A. Elementary, Middle and Senior High Schools (as applicable)
 - 1. Subject(s) to be taught;
 - 2. Grade level;
 - 3. Any special or unusual classes to be taught;
 - 4. Grade level and special nature, if any, of homeroom class; and,
 - 5. Session to which the teacher will be assigned, if school operates more than one session.
- B. Teachers will be given the opportunity to indicate their preference of grade level, teaching assignment, schedule, and (if applicable) shift assignment. Itinerant teachers shall be given the opportunity to indicate their preference of school/ACCESS Center assignment.
- C. In order to make certain that teachers are not frozen in a particular assignment, a teacher shall, upon request, be considered for reassignment for the following school year.
- D. A policy of rotation within the school will be considered in the assignment of teachers to portable classrooms, except for assignments for specially constructed or equipped portable classrooms.
- E. A teacher's assignment shall not be changed during the school year, except for good cause, and such good cause shall be provided to the employee, in writing, if requested.
- F. Teachers will not be involuntarily assigned outside subject areas listed on their certificates, except temporarily and for good cause, and such good cause shall be provided to the employee, in writing, if requested.
- G. Should any full-time teaching position become available at a school site, consideration for such openings first will be given to all interested and qualified itinerant and regular full-time employees assigned to that work location. Such consideration shall be given prior to filling such a position with an applicant from outside the school.
- H. Department/Grade-Level Chairperson

1. Selection Criteria

- a. A vacancy in the position of department/grade-level chairperson shall be announced to the faculty in the department involved 15 workdays prior to filling the position. Prior to the appointment of such positions, members of the department/grade-level shall have the opportunity to make a recommendation for appointment to the principal.
- b. Priority consideration shall be given to personnel having a continuing or professional service contract, a minimum of three years' subject area experience in the school system, and at least a Master's degree certificate in the specific subject area.

2. Minority Representation

The Board adheres to a policy of non-discrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all. It is expected that this policy will be implemented when selecting or appointing department/grade-level chairpersons.

3. Term of Appointment

Department/grade-level chairpersons shall be appointed annually.

4. Leadership Experience

The department/grade-level chairperson positions provide teachers with an opportunity to have a significant role in school-level planning and program development, as well as an opportunity to further develop positive leadership traits.

- I. In order to facilitate middle school teaming, every effort will be made to provide common planning time for those teachers and paraprofessionals who are on the same team.
- J. Employees who are required to split their work assignments between two or more work locations during the same workday shall be given reasonable travel time.
- K. Where possible, the number of different rooms to which a teacher is assigned should be limited to two.

Section 2. Role of Principal

The scheduling of employees shall be the responsibility of the principal or supervising administrator. Such scheduling shall be accomplished in a fair, equitable, and impartial fashion, taking into account employee preferences.

Section 3. Number of Preparations

Unless the principal stipulates good cause, in writing, necessitating a deviation in scheduling, secondary teachers shall not be required to teach more than two subject areas or to have more than three teaching preparations at any one time.

Section 4. Adult Program

- A. Any regular full-time employee may teach in the adult program, in addition to his/her regular employment, for a maximum of four nights per week, Monday through Friday. Employees shall be limited to teaching a maximum of 24 hours per week under the provisions of this Section.
- B. The Board agrees to hire part-time hourly instructional employees in adult education programs for the length of the course or the term of the Part-time Adult Education Teacher Contract, provided the enrollment meets and maintains the minimum required to support the class. Employees who are terminated for reasons other than maintenance of minimum enrollment will be subject to disciplinary action based upon just cause.

Such employees will be eligible to participate in the Florida Retirement System and Social Security, according to the rules and regulations of the Florida Department of Administration, Division of Retirement.