

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: GCIA**

**District Code:**

### **SELECTION FOR NON-SPECIALIZED HOURLY ASSIGNMENTS**

Selection for non-specialized hourly assignments will be made on a yearly basis. The yearly assignments will be posted by the Human Resource Center each spring.

Interested staff members will submit a Request for Consideration Form to the Human Resource Center by June 10 to indicate their desire to fill non-specialized hourly assignments during the following school year. These applications will be reviewed by the appropriate school administration. A list of staff members to be utilized on a regular basis and on a substitute basis will be approved by the appropriate school principal/designee and submitted to the Human Resource Center for Board of Education consideration for approval.

Such assignments will include, but not be limited to middle school detention supervision, high school detention supervision, and student commons supervision.

An effort will be made to rotate assignments among staff members who submit an application and who are approved by the principal.

Adopted: April 23, 1985

Revised: June 13, 1995

Revised: March 12, 1996

Reviewed: February 27, 2001