

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: GCJ**

**District Code:**

### **PROFESSIONAL STAFF WORK SCHEDULES**

The professional staff work year shall be considered on a yearly basis and include student attendance days, staff development days, conference days and other professional activities.

The professional teaching staff workday shall be 7¼ hours. The actual starting and ending schedule for each school may vary. Staff are expected to be available at the established time.

The schedule of instructional periods and teaching assignments at each school shall be established by the administration in an equitable manner and in accordance with the district's instructional goals and state classification standards.

The needs of individual schools will require that staff be assigned by the building principal or supervisor to supervisory duties during the regularly scheduled workday. Such supervisory duties shall be distributed equitably.

Each professional staff member shall be provided at least 250 minutes of plan time a week with plan time provided in increments of at least 40 minutes.

A minimum of 25 minutes shall be provided as a duty free lunch period for each staff member during each contract day. The scheduling of lunch periods shall be determined by the building administrator or supervisor. Staff members may leave the school building during such periods; however, a prompt return to assigned duties is expected.

At other times during a school day or during contract days designated for district-wide activities, professional staff will be engaged in various non-instructional professional responsibilities.

During the work year, professional staff are expected to attend faculty meetings which may be scheduled outside the regular work day. It is expected that the building administrator or supervisor will provide at least one week notice of such meetings so that teachers may plan for attendance; in the case of emergency situations, meetings may be called with less than one week notification. Meetings shall not be excessive in length or frequency.

Professional staff will schedule parent or student conferences during non-instructional time or before or after school when requested.

Staff members shall notify the school office whenever it is unexpectedly necessary to leave the school premises during work hours.

Adopted: January 8, 1985

Revised: February 25, 2003