

Certified employees must be on duty not later than thirty (30) minutes prior to student instructional time and remain at school until thirty (30) minutes after student instructional time. Departure from this requirement must have the approval of the building principal. Certified employees on supplemental contracts are required to spend the necessary time to perform such duties.

It is acknowledged that the primary duty and responsibility of the certified employee is to teach and that the organization of the school and the school day should be directed toward ensuring that the energy of the certified employee is primarily utilized for their duties and responsibilities.

The Board of Trustees and certified employees recognize that certified employees, as a part of their professional obligations, must devote considerable time outside of school hours to prepare for instruction. The parties recognize further that in addition to such professional obligations, certified employees have a supplemental professional obligation to participate in a reasonable amount of school-related activities.

Certified employees' assignments to school-related activities beyond the school day shall be by the building principal. The building principal shall attempt to assign such work on a fair and equitable basis but with proper regard to job and skill requirements.

**Policy Cross Reference:**

**Legal Reference:**

**Policy History:**

Adopted:	05/12/1975
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