

**PROFESSIONAL STAFF WORK DAY/YEAR/DUTIES**

**WORK DAY/YEAR**

The following policies shall govern the time schedules of instructional personnel:

1. The work year for regular, full-time instructional employees on a school-year basis shall be one hundred fifty six (156) days. One hundred forty six (146) days shall be planned student-teacher contact and instruction days; ten (10) days shall be used for orientation, in-service training, or curriculum development.
2. Generally, the professional staff shall be expected to be on duty at least fifteen minutes before and after school hours or as otherwise determined by the school day established for students and by the instruction and activity schedules set by the principal.
3. Every effort shall be made by the administration to provide a uniform work day for employees where this is practical and consistent with the safe and efficient administration of the schools.

**Extra Duties.**

All teachers shall share in the performance of extra duties of supervision and detention hall. Assignments shall be made by the principal on a weekly basis.

**Staff Meeting/Conferences/etc.**

The Board considers it part of a teacher's contractual duties and professional responsibilities to attend such staff meetings as may be required for the proper functioning of the school, to serve on committees involved in curriculum development and textbook selection, and to participate in parent-teacher conferences, organizations, and functions.

Professional staff meetings are considered a regular part of a teacher's contractual duties and profession; responsibilities. Administrators shall seek to give sufficient notice of staff meetings, hold them to reasonable frequency and length, and make committee assignments equitably.

**Professional Staff Time Schedules**

All teachers except those BOCES itinerants working in more than one school district are expected to be on duty at least fifteen minutes before and after school hours, unless released by the Principal.

Should an emergency arise which will result in late arrival, the school office is to be contacted so that arrangements may be made for supervision of the class. Should a teacher have to leave before the time set by the principal he/she must first secure permission from the Principal for early departure.

ADOPTED: 4/84

REVISED: 8/85, 10/94, 2/03