

**Bath County School District  
Bath County Middle School  
School-Based Decision Making Policy**

**Council Policy Type (Check one)**

**By-Laws (Council Operational Policies)**

**Function (School Operational Policies)**

**Policy Number**

**10.00**

**Policy Topic Description**

**INSTRUCTIONAL AND NON-INSTRUCTIONAL STAFF TIME ASSIGNMENT**

**Policy Statement**

**Criteria for Assignment**

The principal will assign staff members' time in a manner that will:

1. Fully support implementation of our School Improvement Plan and our Student Assignment Policy.
2. Take into account staff members' requests to vary their work particularly if a teacher has made past requests for a change or has been in a particular assignment for multiple years.
3. Take into account different teachers' strengths and in-depth knowledge of specific topics.
4. Take into account specific student needs based on student performance data.
5. Respect state certification requirements and the parameters of district job classifications.
6. Fulfill the running of the school day in an efficient manner.

**Assignments Based on Criteria**

To complete assignments, the principal will:

1. In April/May, invite all returning staff members to indicate their preference for continuing or changing assignments the next year, including classroom assignments, extra-duty assignments, and other responsibilities using the district form.
2. In June, assign staff members based on the criteria in the first section of this policy.
3. In August, notify the council of how all staff members have been assigned.

(continued)

**Policy Number**

**10.00 Cont.**

**Policy Statement**

**Altering Assignments**

After making assignments, the principal may alter them:

1. When necessary to respond to unanticipated enrollment, staffing changes, changes in SBDM policies or the School Improvement Plan.
2. When the principal and the affected teachers agree that a change is needed.

**Policy Evaluation**

We will evaluate the effectiveness of this policy through our School Improvement Planning Process.

**Date Adopted** 9/07/10 **Signature** Lloyd Sartin

**Council Chairperson**

**Date Revised/ Updated/ Amended** 6/3/13