

## **PROFESSIONAL STAFF TIME SCHEDULE**

### Administrators

The nature of the duties and responsibilities of administrators and supervisors will require their hours of work to vary and extend as necessary to fulfill the requirements of their positions.

Administrators will be expected to be at school only on days that teachers are required to attend, unless special arrangements have been made with the chief executive officer (CEO) / Superintendent. On days schools are closed because of bad weather or other emergencies, all staff members, except those who work only on teacher work days, are required to report to work as soon as they are able to do so.

The work year for administrators will be established individually through their contracts.

### Teachers

The working day for teachers will be from 7:30 A.M. to 4:20 P.M., allowing time before and after school to schedule conferences with students, parents, and administrators, as well as time to take care of other professional responsibilities. Exceptions to the after-school time requirements will be permitted on days preceding weekends, holidays, and recess periods.

The work year for teachers will be established in connection with the Board's adoption of the school calendar.

(Updated 09/01/2010)