

## 14.0 STAFF TIME ASSIGNMENT

**District: Covington Public Schools**

**School: Sixth District School**

**Date Adopted: 8-28-07**

**Date Reviewed:**

### POLICY STATEMENT

By June 1 of each year, the principal shall prepare a school staff assignment plan for the following school year, and shall present the plan to the school council for consultation on the plan. If any amendments are needed, a follow-up plan reflecting these amendments to the original plan shall be prepared by the principal and submitted to the school council for consultation by August 1. All vacant positions, whether existing or new, shall be posted on the district website within one working day of the vacancy being declared so that existing teachers shall be informed of this circumstance. Teachers shall have three business days from the date of the posting on the website to inform the principal, in writing, of their request to be considered for reassignment to the vacant position. The reassignment of existing staff to positions within the school is at the discretion of the principal.

This school council policy shall also be consistent with the applicable indicators from the Standards and Indicators for School Improvement.

Signature of SBDM Council Chairperson: \_\_\_\_\_