

INSTRUCTION

Extra-Duty: Assignments - Appointments - Releases

- I. Extra-duty assignments will be announced to the faculty when assignments are created or vacancies occur. Interested persons should apply to the principal for consideration. The principal will recommend the teachers to be assigned to the extra-duty assignments to the Area Superintendent. Usually, these recommendations will be included in the organization report for the ensuing year, which is submitted annually by March 1.

- II. Final assignments cannot be determined until the budget has been approved on June 1. As soon thereafter as possible, a letter of appointment will be sent to each teacher selected for the extra-duty assignment. This letter of appointment will be effective for one year only and will state the specific extra-duty assignment, the remuneration, and/or released time. Area Superintendents will initiate all letters of assignment which involve remuneration.

Rule
Approved: 7/13/72
Revised: 8/9/94]

Superintendent of Schools