

Extracurricular and Noninstructional Duties

Board Policy: P-3
Adopted: October 11, 1999

I. General Philosophy Statement

The Board acknowledges that instructing students is the primary mission of the school system. However, in order to carry out all the responsibilities of the school system, teachers and other staff members must perform certain noninstructional and extracurricular duties. These additional duties are considered part of all employees' responsibilities. Nothing in this policy should be construed to relieve staff of the responsibility for the safety and proper supervision of students. The principal of each school has the authority to assign extracurricular and noninstructional duties as necessary to conduct the business of the school within the following regulations.

II. Regulations

A. Extracurricular Duties

1. Extracurricular duties include those duties performed outside of regular school hours which are not part of the employee's instructional duties. Examples of these duties include but are not limited to athletic coach, cheerleader sponsor, student club sponsor, band director, chorus director, etc. Extracurricular duties do not include such activities as time spent in parent-teacher conferences, or those related to courses taught by the teacher.
2. Initially licensed teachers "ILTs" and teachers with 27 or more years of experience may not be assigned extracurricular duties unless they request the assignment(s) in writing.
3. In cases of compelling need, the superintendent may temporarily suspend Section A.1 of this policy and allow principals to assign extracurricular duties to employees described in Section A-2. A compelling need arises when a school is unable to staff extracurricular activities with qualified personnel without using these employees. The standard will be when 45% or more of the staff is initially licensed and/or with 27 or more years of experience.

B. Noninstructional Duties

1. Noninstructional duties include those duties that are not directly related to the instruction. Examples include but are not limited to bus duty, car duty, cafeteria duty and/or building and hallway duty, etc. to provide for the safety and proper supervision of students.
2. Principals shall minimize the assignment of noninstructional duties to all teachers including initially licensed teachers and teachers with 27 or more years of experience.
3. Noninstructional duties should be distributed equitably among employees to the extent it is reasonably possible to do so.

Legal References: **G.S. 115C-47(18a), G.S. 115C-301.1**