



## Teacher Assignments

### Background

These guidelines confirm the Superintendent’s responsibility for allocating teaching personnel to specific assignments for each school term or year.

### Guidelines

Staff assignments are based primarily on instructional program and student needs.

These guidelines apply to all KTCEA teachers and principals. If clarification is required, employees are requested to speak to their supervisor.

#	Procedure	Roles & Responsibilities
1.	In consultation with school administration, developing a professional staff assignment plan in the Spring of each school year for school opening in the Fall.	Superintendent/ Deputy Superintendent/ Principals
2.	Preparing a Professional Staff Assignment summary for the Board’s information.	Superintendent/ Deputy Superintendent
3.	By May 31 of each school year, sending written notification to their Principal whether they wish to continue in their teaching role for the following school term.  Current teachers who have indicated an interest in continuing their employment with KTCEA in the following school year will be consulted prior to the end of the school year regarding their wishes for assignment in the Fall.	Teachers

### References:

KTCEA Policy 12 Human Resources

### Procedure Amendments and Updates

The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services. The next scheduled update of this Administrative Procedure is April annually.