

Descriptor Term:  
EMPLOYEE RESPONSIBILITIES - INSTRUCTIONAL,  
EXTRACURRICULAR AND NON-INSTRUCTIONAL DUTIES

Descriptor Code:  
7.4950

Legal References: GS 115C-47(18a), -301.1

Cross References:

The board acknowledges that instructing students is the primary mission of the school system. In order to carry out the responsibilities of the school system, teachers and other employees may also be required to perform certain non-instructional and extracurricular duties in addition to instructional duties. Assigned non-instructional and extracurricular duties as well as instructional duties are considered part of all employees' professional responsibilities. However, assignment of non-instructional and extracurricular duties to teachers should be minimized to allow time for teachers to plan, collaborate with colleagues, conduct conferences with parents, tutor students and perform any other activities that have a direct impact on student achievement. Beginning teachers also need adequate opportunities to develop their professional skills and need access to experienced teachers who will provide mentoring to them. In light of these goals, the principal of each school has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of the school, within the following guidelines.

A. DEFINITIONS

1. Professional Responsibilities:

Professional responsibilities include all duties related to supporting the total school program, school and system objectives and the responsibility to conduct oneself in a professional manner. Professional responsibilities encompass any duties mandated by law or that are necessary in order to comply with legal mandates, to comply with the code of ethics adopted by the State Board of Education, to meet reasonable requirements of the local board, and to fulfill instructional duties, non-instructional duties, and extracurricular duties that are required by law or policy or assigned to the employee.

2. Instructional Duties:

Instructional duties include any responsibility related to classroom instruction, the instructional program or the implementation of the Standard Course of Study, regardless of whether it occurs during the regular school day or at other times. Instructional duties include but are not limited to:

- a. teaching,
- b. lesson planning,
- c. curriculum development,
- d. evaluating student work,
- e. meeting with students or parents,
- f. professional development,
- g. school or departmental/grade level meetings,
- h. completing required records or reports,
- i. addressing student needs within the instructional setting,

- j. participating in instructionally-related field trips,
- k. attendance at Parent-Teacher Organizational meetings, and
- l. other duties related to the instructional program.

3. Non-instructional Duties:

Non-instructional duties include duties that are not related to classroom instruction, the instructional program, implementation of the Standard Course of Study. Examples of non-instructional duties include:

- a. supervising students during non-instructional times,
- b. monitoring hallways,
- c. monitoring bathrooms,
- d. monitoring parking lots,
- e. monitoring the cafeteria,
- f. bus duty,
- g. assisting with carpools, or
- h. greeting students upon arrival.

Nothing in this policy should be construed to relieve teachers of the responsibility to provide for the safety and supervision of students during regular school hours, as necessary to maintain order and discipline in the school.

4. Extracurricular Duties:

Extracurricular duties include duties that are primarily performed outside of regular school hours that are not related to and are not part of the employee's instructional duties. Extracurricular duties include special duties as defined in GS 115C-325. Examples of extracurricular duties include:

- a. supervising student clubs that meet outside the regular school day, coaching athletic teams and cheerleaders,
- b. assisting with events held outside the regular school day, such as working the gate or concession stand at athletic events and supervising the prom, or
- c. acting as a faculty sponsor for a student club

Extracurricular duties do not include events held outside the regular day that are an extension of the instructional program, such as concerts, dramatic presentations by a theater class or directing the marching/performing band.

B. EXTRACURRICULAR DUTIES

1. Exempt Teachers

Initially licensed teachers and teachers with 27 or more years' experience, hereinafter, "exempt teachers" may not be assigned extracurricular duties unless they request the assignments in writing.

2. Exceptions for Exempt Teachers Permitted for Compelling Reasons

In cases of compelling need, exempt teachers may be required to perform extracurricular duties if the procedures set forth in this paragraph are followed.

a. Compelling Need Defined

A compelling need arises when the principal of a school is not reasonably able to provide adequate supervision by qualified personnel at extracurricular activities without using exempt teachers and no exempt teachers have volunteered in writing to perform these activities. In determining whether a compelling need exists, it will be assumed that teaching assistants and other non-certified employees may not be assigned to extracurricular duties unless the assignment is approved in advance by the superintendent or designee. Examples of compelling need include circumstances when:

- 1) an employee who is scheduled to perform an extracurricular duty is unexpectedly unavailable and the position must be filled quickly;
- 2) the school principal cannot adequately fill extracurricular duty positions without additional reliance on exempt teachers; or
- 3) an extracurricular duty must be supervised by individuals with certain experience, skills or qualifications and the exempt teacher(s) is/are the only qualified staff member(s) who possess(es) the required experience, skills or qualifications.

b. Process for Granting a Compelling Need Waiver

In cases of compelling need, exempt teachers may not be required to perform extracurricular duties unless the following waivers are obtained.

1) Board Waiver

In cases in which the need for a waiver is reasonably foreseeable and there is an opportunity to bring the matter before the board of education for approval prior to the assignment of an extra duty to an exempt teacher and prior to the date and time of the extra duty, the superintendent shall bring the matter to the board for a decision on the waiver request. The recommendation for a waiver must be in writing and must set forth the circumstances requiring the waiver. The board minutes or other documentation shall reflect the reasons for granting the waiver.

2) Superintendent Waiver

If there is not a scheduled board meeting prior to the assignment of an extra duty to an exempt teacher and prior to the date and time of the extra duty, the superintendent may approve a waiver upon a finding of compelling need. The superintendent shall make a written record of all such waivers and the circumstances for requesting each waiver. At the next regular board meeting, the superintendent shall report to the board any past waivers

made and the reasons therefore. If the waiver is for an ongoing activity, the superintendent must seek and obtain board approval to continue the exempt teacher in the extracurricular activity in accordance with the procedure in paragraph (1) above.

3) Principal Waiver

If an exigent need exists, such as the unexpected illness or absence of an employee, then the school principal may approve a waiver temporarily for up to five days. However, the principal must report the waiver to the superintendent in writing, setting forth the circumstances requiring the waiver. The superintendent must approve all waivers over five days, as provided in paragraph (2) above. The board must approve all continuing waivers at its next regular meeting, as provided in paragraph (1) above.

4) Teacher Access to Records

The teacher may request and is entitled to receive any documentation regarding waivers requested or granted under this policy.

C. NON-INSTRUCTIONAL DUTIES

Principals shall minimize the assignment of non-instructional duties to all teachers, including initially licensed teachers and teachers with 27 or more years of experience. Specifically, teachers should not be required to use their daily planning periods on an ongoing and regular basis to supervise students. Planning periods generally should be reserved for course planning and meetings with other professional staff regarding the instructional program.

Non-instructional duties should be distributed equitably among employees to the extent that it is reasonably possible to do so. In assigning non-instructional duties, consideration should be given to the need for initially licensed teachers to have adequate professional development, planning time and access to experienced teachers. Teachers with more than 27 years of experience are expected to be available to devote some time each week to sharing their experience and expertise with less experienced teachers. Principals are responsible for structuring these opportunities in a way that will be beneficial to the students and employees at their schools.

D. EVALUATION

The failure of an exempt teacher to volunteer to perform extracurricular duties is not appropriate grounds to lower the teacher's evaluation or just cause for a less than satisfactory evaluation of an exempt teacher, provided that the teacher has conducted himself or herself in a professional manner when declining to accept extracurricular duties. However, a teacher's failure to perform an assigned non-instructional or extracurricular duty in a competent and professional manner may be considered as a part of the teacher's evaluation.