**EXTRACURRICULAR AND**

**NON-INSTRUCTIONAL DUTIES** *Policy Code:* **7405**

The board acknowledges that instructing scholars is the primary mission of NERSBA. Generally, in order to carry out the responsibilities of the school, teachers and other employees may also be required to perform certain non-instructional and extracurricular duties. Assigned additional duties are considered part of all employees’ responsibilities. However, assignment of additional duties to teachers should be minimized to allow time for teachers to plan, collaborate with colleagues, conduct conferences with parents, tutor scholars, and perform any other activities that have a direct impact on scholar 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 has the authority to assign extracurricular and non-instructional duties as necessary to conduct the business of NERSBA, within the following guidelines.

1. **Extracurricular Duties**

Initially licensed teachers may not be assigned extracurricular duties unless they request the assignments in writing.

1. Extracurricular Duties Defined

Extracurricular duties include those duties performed by a teacher outside the regular school day that involve scholars and are not directly related to the instructional program. Examples of extracurricular activities for which consent is required include such things as acting as a faculty sponsor for a scholar club. Extracurricular duties do not include such things as time spent in parent-teacher conferences or activities related to courses taught by the teacher.

1. Exceptions Permitted for Compelling Reasons

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

1. Compelling Need Defined

A compelling need arises when the principal is not reasonably able to provide adequate supervision by qualified personnel at extracurricular activities without using initially licensed teachers and no initially licensed 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-licensed employees may not be assigned to extracurricular duties unless the assignment is approved in advance by the executive director. 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 principal cannot adequately fill extracurricular duty positions without additional reliance on initially licensed teachers; or
3. an extracurricular duty must be supervised by individuals with certain experience, skills, or qualifications and initially licensed teachers are the only qualified staff members who possess the required experience, skills, or qualifications.
4. Process for Granting a Compelling Need Waiver
5. 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 directors for approval prior to the extra duty, the executive director shall bring the matter to the board for a decision on the waiver request. The recommendation for a waiver must be in writing and set forth the circumstances requiring the waiver. The board minutes or other documentation will reflect the reasons for granting the waiver.

1. Executive Director Waiver

If there is not a scheduled board meeting prior to the need to provide adequate supervision at the extracurricular activity, the executive director may waive the requirement upon a finding of compelling need. The executive director shall make a written record of all such waivers and the circumstances for requesting each waiver. At the next regular board meeting, the executive director shall report to the board any past waivers made and the reasons therefore. If the waiver is for an ongoing activity, the executive director must seek and obtain board approval to continue the initially licensed teacher in the extracurricular activity in accordance with the procedure in paragraph (1) above.

1. Teacher Access to Records

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

1. **Non-Instructional Duties**

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

* 1. Non-Instructional Duties Defined

Non-instructional duties refer to those duties that are not directly involved with the instructional program or the implementation of the current statewide instructional standards, but that all teachers are expected to do. These duties include such things as bus duty, carpool duty, and regular and ongoing use of planning periods to monitor hallways and cafeterias. Nothing in this policy should be construed to relieve teachers of the responsibility to provide for the safety and supervision of scholars during regular school hours, as necessary to maintain order and discipline in the school.

* 1. Distribution of Non-Instructional Duties

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 more experienced teachers who can share their expertise. The principal is responsible for structuring these opportunities in a way that will be beneficial to the scholars and employees at NERSBA.

1. **Evaluation**

The failure of an initially licensed teacher to volunteer to perform extracurricular duties is not appropriate grounds to lower the teacher’s evaluation or just cause for a less than proficient evaluation rating of an initially licensed 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.

Legal References: G.S. 115C-47(18a), -301.1; State Board of Education Policy TCP-A-004

Cross References:

Adopted: June 17, 2020

Revised: July 20, 2022