

IROQUOIS SCHOOL DISTRICT

Reasonable Professional Staff Duties Policy

(Adopted: 05/11/1971)

PURPOSE:

RESOLVED: As a result of a "Meet & Discuss" session requested by the Iroquois Education Association on the subject, "What constitutes reasonable staff duties," the Board hereby approves the following as acceptable standards for reasonable professional staff duties. In approving such standards, the Board does not intend they be all inclusive, or that they be considered a part of the Collective Bargaining Agreement, and expressly reserves the right to make changes in the standards unilaterally at any time. Furthermore, such standards shall represent goals to strive for and not limitations that must, in every instance, be reached.

DEFINITION:

1. Minimum/Maximum Class Sizes:

The ideal class size varies according to the subject under study, a particular topic, or the type of activity involved. There must be flexibility in assigning pupils to groups that may range in size from one student to as many as three hundred or more. Opportunities should be provided for a single student to pursue a study in depth, for a group of fifteen to discuss and research a topic extensively. Several hundred could view a film, hear a speaker, or listen to a well-prepared presentation of content relative to students' continuous learning. Thus, the needs of all children and youth can be met.

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| a. Elementary: | |
| 1) Primary K-3 | 20-26 |
| 2) Intermediate 4-6 | 25-32 |
| b. Secondary: | |
| 1) Junior High 7-9 | 27-32 |
| 2) Senior High 10-12 | 30-35 |
| c. Secondary - Special areas: | |
| 1) Art | 25 |
| 2) English Composition | 25 |

3) General Music	30
4) Industrial Arts:	
• Mechanical Drawing	24
• Metal Shop	20-24
• Wood Shop	20-24
5) Office Practice	20
6) Physical Education:	
• Gymnasium	25-30
• Pool	25-30
7) Science:	
• Bio-chemistry, Chemistry, Physics	24
• Others	28-32
8) Study Halls	50
9) Typing	40
2. Number of classes or class periods per week, per teacher:	
a. Elementary Department	25
b. Secondary	25
3. Average daily pupil enrollment, per teacher:	
a. Elementary:	
1) Self-contained	20-32
2) Department	100-150
b. Secondary:	
1) Major subjects	100-175
2) Minor subjects	100-250
4. Number of different preparations, per teacher:	
a. Elementary:	
1) Elementary self-contained Total program, except Art and Music	
2) Departmental Also - Physical Education and Library	5

- b. Secondary:
 - Academic areas 2 or 3
- 5. Number of non-assigned periods, per week, per teacher:
 - a. Elementary 4
 - b. Secondary 5
- 6. Number of study hall periods, per week, per teacher:
 - a. Elementary:
 - Departmental 5
 - b. Secondary 5
 - Or additional to equal full assignment
- 7. Number of non-reimbursed duties, per teacher:
 - a. Elementary 2
 - b. Secondary 2
 - 1) Homerooms or Hall Duty
 - 2) Class advisor or Club sponsor
- 8. Substituting during unassigned period:
 - a. All teachers should have the option to refuse
 - b. All teachers should be financially reimbursed
- 9. Teacher assignment changes:
 - a. If possible, should be made during the first 2 weeks of semester
 - b. Should be discussed with teachers involved before decision is made
- 10. Intent to Return Form:
 - a. Intent to Return Form has been abolished
 - b. Directors in writing sixty (60) days prior to date of resignation.