

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**ADMINISTRATIVE REGULATION No. 332
CERTIFIED STAFF**

ASSIGNED EXTRA DUTY

At the discretion of the principal, individual teachers may be assigned extra duty responsibilities such as bus duty, playground duty, or other similar duties designed to ensure the safety and welfare of students. The principal may also require attendance of any teacher at staff meetings, in-service meetings, parent conferences or other similar activities designed to further the educational needs of the District.

Extra duties outside of the classroom are considered an obligation of all staff members and are to be completed in a satisfactory manner. Principals shall develop a duty roster for regularly occurring extra duty assignments. The intent of the duty roster is to (1) ensure that teachers are notified well in advance of the extra duty assignment and (2) to ensure that extra duty assignments are rotated on an equitable basis among all staff members.

Teachers may be released from a given extra duty assignment as a result of illness or disability of a teacher or a member of the teacher's immediate family. The principal should be notified in advance so that necessary arrangements can be made for another staff member to assume the responsibility.

The principal is responsible for supervision of all extra duty assignments. Unsatisfactory performance of extra duty assignments must be reported on a teacher's evaluation form.

Adopted: April 15, 1981