

## **ARTICLE IX** **Assignments**

**Section 1** All assignments shall be made at the discretion of the administration. Administration shall place teachers who satisfy the certification requirements of any applicable State and/or Federal legislation, regulation, or guideline related to the bargaining unit position at issue.

**Section 2** Teachers shall be notified in writing of their teaching program, schedule and room assignments for the ensuing year by the last day of the school year as defined by the school calendar when possible. All others shall be notified at the earliest possible date. However, in no case shall notification be given later than two (2) weeks prior to the opening of school. This minimum notice shall also apply to the second semester of the high school schedule. Should circumstances or conditions arise which necessitate a change of schedule or assignment after the teacher has been notified, the administration shall inform the teacher involved and discuss such changes and the reasons involved.

**Section 3** In order to facilitate scheduling teaching assignments for the ensuing school year, teachers desiring a change in grade and/or subject assignment within the same building shall notify the administration in writing prior to May 1 of the current school year and those requests will be kept on file for one year.

**Section 4** If due to changes in pupil enrollment, the Board is required to institute schedule changes and alter planning time for special subject teachers, within the limits as determined in the Master Agreement, these

changes must be made no later than the second week of school; and only after consultation with the teacher(s) involved and notification of the Association.

**Section 5** Any assignment in addition to the normal teacher schedule during the regular school year enumerated in Appendix "B" shall not be obligatory; but shall be with the consent of the teacher. In making such assignments, qualifications being equal, preference will be given to the teachers regularly employed in the district and in their subject area.

**Section 6** Berkley teachers will be given preference in filling paid support positions such as ticket seller, ticket taker, door guard, chain gang, score keepers, timekeeper, announcer, etc., during sporting and school sponsored events. Notices of such positions shall be publicized by a general posting in all buildings and a written copy sent to the Association.