

**Routine
Responsibilities**

The administration shall determine the distribution of work among members of the staff. The Superintendent and principals shall require each staff member to be on duty before and after regular school hours long enough to plan and carry out individual professional responsibilities. These responsibilities shall include planning, supervision, guidance, instruction, and other routine duties or assignments made by the Superintendent or the principal, such as work related to extracurricular activities, hall duty, and cafeteria duty.

**Assignments for
Coaches**

All coaches, other than the athletic director, shall be assigned the equivalent of four classes per day.

During teaching periods, coaches shall be under the same regulations as other teachers. Supervision of all coaches shall become the responsibility of the athletic director during coaching periods. As requested by the athletic director, the principal shall schedule conference periods for coaches as permitted by the academic schedule.

Coaches shall assume the usual extra-duty assignments as designated by the principal during the academic day, and shall be expected to participate in faculty meetings and school-related activities unless excused for reasons approved by the Superintendent. Members of the athletic staff shall be expected to give their cooperation and support to all school activities and the total school program.