

Elementary Non-Instructional Duty Schedule Best Practices

PURPOSE: This best practices guide is intended to support building leadership in developing an equitable structure and application of non-instructional duties for certificated staff members working in Elementary Schools. A collaborative working group composed of AEA educators, principals, and directors conducted a review of non-instructional duty practices and identified the following practices below.

OBJECTIVES:

- 1) Minimize the number of non-instruction duties educators must perform to allow proper time to fulfill their instruction duties.
- 2) Provide avenues for educators to provide feedback on duty assignments and schedules.
- 3) Provide principals an outline of the best practices other principals utilize across ASD.

DEFINITION: Non-instructional duties and practices outlined below cover arrival and dismissal procedures and lunch/recess coverage related to student supervision

BEST PRACTICES: The working group identified the following practices as the most effective among those currently employed in ASD schools:

- A working group of educators, including a building administrator, at each school will strategically identify zones and locations where staff presence is imperative, including bus pick-up/drop-off areas, car rider pick-up/drop-off zones, crosswalks requiring crossing guards, and other critical safety areas such as indoors, paths and high-traffic roads. Consider incorporating this into the school's existing Safety Committee, Leadership Committee or Guiding Coalition.
- The working group's goal is to identify duty stations that will maintain student safety and identify an equitable distribution of non-instructional duties among all certificated school staff/available personnel.
- Consider the number of staff available to support non-instructional duty needs. This would include all AEA/certificated staff and support personnel assigned to their "home" school. Building administrators should generally prioritize being present during the arrival and dismissal procedures.
- Staff may request accommodations from the building administrator.
- Encourage all staff to review the non-instructional duty assignments and offer feedback for the working group to consider prior to implementation.
- Arrival and dismissal processes should be structured with the goal to start within 15 minutes before the student day begins and to finish 15 minutes after the student day ends.
- If non-instructional duties typically go beyond the 15 minute goal, the working group, including a building administrator, will develop a plan to address the issue.

Sven Gustafson, Chief Academic Officer, ASD

Corey Aist, President, AEA

Date: _____

Date: _____

**Letter of Understanding
between the
Anchorage School District
and
Anchorage Education Association**

The Anchorage School District (“District”) and Anchorage Education Association (“AEA”) agree to the following:

Before the start of the spring semester of the 2023-2024 school year, a District committee shall be formed and meet to review best practices for the assignment of non-instructional duties to elementary level teachers and other school-based staff.

AEA may appoint up to eight (8) representatives to participate in committee meetings. AEA may also elect one of their representatives to serve as a co-committee chair alongside the Senior Director of Elementary Education.

ASD and AEA agree to the following objectives and parameters:

1. The committee will form and meet for the first time by December 21, 2023 to establish ground rules and develop a regular meeting schedule (at least twice per month) for spring semester
2. The committee is tasked with producing a best practice guide for the assignment of non-instructional duties in elementary schools to submit to the Chief Academic Officer (CAO) by May 17, 2023
3. In creating the guide, the committee will maintain a focus on student safety, utilize data and input from a variety of sources, account for the different physical layouts across elementary campuses, and highlight strategies for efficient use of staff
4. Once approved by the CAO, Elementary principals will be in-serviced on the guide prior to the start of the 2024-2025 school year

Entered into this 10 day of November 2023.

ANCHORAGE SCHOOL DISTRICT:

Martin Lang 11 / 10 / 2023
Martin Lang Date
Chief Human Resources Officer

ANCHORAGE EDUCATION ASSOC.

Corey Aist 11 / 10 / 2023
Corey Aist Date
President