

GBRC Professional Personnel Work Loads

7/19/12

Work schedules for teachers and other employees will comply with State Board of Education Policy and requirements of appropriate accrediting agencies.

LENGTH OF DAY:**1. Certificated Employees:**

- a. The minimum work day for certificated employees will be defined as eight hours and the minimum work week will be defined as forty hours.
- b. Certificated employees will work a minimum of 7½ hours each day at the school. The employee will be required to spend an additional thirty minutes per day or 2½ hours per week for the purpose of parent conferences, planning conferences, teacher preparation, related school activities, extra-curricular activities, and staff meetings.

2. Paraprofessionals:

The work day for paraprofessionals will be defined as 7½ hours, and the work week will be defined as 37½ hours. The paraprofessional will be compensated for any additional time worked.

LUNCH:**1. Elementary Teachers:**

State law (O.C.G.A. § 20-2-218) requires that elementary school teachers have a duty-free lunch period of not less than thirty consecutive minutes per day. Elementary school principals must insure that a duty-free lunch period is provided daily for teachers. Exceptions to this may occur only as permitted by O.C.G.A. § 20-2-218.

2. All Employees:

It shall be a priority that employees receive a time for lunch, which may include student supervision in the cafeteria. This is particularly of concern when teachers and others are required to attend meetings which occur during their general lunch time. Principals/supervisors or designee should ensure that food and time to consume it are available.

STAFF DEVELOPMENT/INSERVICE/PROFESSIONAL LEARNING DAYS:

Days to be used for District professional learning, local school planning, or teacher workdays shall be so designated on the Cobb County School Board approved calendar:

1. District Professional Learning Days:

District professional learning days are reserved for professional learning opportunities planned and scheduled at the District level including, but not limited to, Curriculum and Instruction and/or School Leadership activities.

2. Local School Planning Days:

Local school planning days may include any activities the Principal deems necessary for the day including, but not limited to, school-planned inservices, structured subject/grade level collaboration/planning, student grade reporting, and individual teacher preparation. The Principal or designee shall establish and publish, in either written or electronic form, a schedule for the day.

3. Teacher Workdays:

Teacher workdays are set aside for individual teacher activities including, but not limited to, class/conference preparation, classroom set-up, and storage/packing for the summer. The Principal or designee shall establish and publish, in either written or electronic form, a schedule for the day, which may include faculty/staff social activities

and/or a brief faculty meeting to provide directions for or answer questions regarding the day.

All administrators shall comply with the above designations as indicated on the Board-approved calendar.

Reclassified an Administrative Rule: 9/1/04

Revised: 11/14/07; 2/13/08

Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCL)

Legal Reference

O.C.G.A. 20-02-0168

Distribution of federal funds; summer school programs; year-round operation

O.C.G.A. 20-02-0218

Duty free lunch period for teachers in grades K-5

Rule 160-5-1-.02

School Day and School Year for Students and Employees