

INCIDENTAL TEACHING

It is the policy of the district to assign teachers to subject areas for which they hold the appropriate New York State Teaching Certificate. When a teacher is needed to teach a subject for which no certified staff is available, the Superintendent may assign a teacher outside his/her certification of up to five classroom hours per week. Prior to making such an assignment, the Superintendent shall make a finding that the teacher assigned to teach on such an incidental basis has sufficient knowledge and experience to teach the subject matter in a competent manner.

When such incidental teaching assignments are made, the Superintendent shall provide the Board of Education with a list of all teachers so assigned, the courses to which they are assigned outside their certification area, and the actual certification area of the teacher(s) so assigned. Such list shall be presented to the Board of Education in open session at a public meeting by October 1st of each year. Any such incidental assignments made after October 1st shall be reported in a similar fashion at the next regularly scheduled meeting of the Board. All such assignments shall be reported to the State Education Department.

When any such incidental assignment is made, an announcement of same shall be made during an open session of the next regularly scheduled meeting of the Board of Education. Such announcement shall constitute notice to all parents and guardians of students in classes assigned to an incidental teacher. Each parent or guardian will also be informed by this announcement that they have the right to appeal the incidental teaching assignment by filing a written notice of appeal with the Superintendent of the district. Any appeal so filed shall be considered by the Superintendent who shall ascertain the reasons for the appeal and respond to those reasons in a timely fashion. Any action taken relative to such an appeal shall be communicated to the parent(s) or guardian(s) making the appeal and to the Board of Education.

This policy shall be reviewed on a year to year basis to confirm its concurrence with the then current Rules and Regulations of the State of New York.

APPROVED: BOARD OF EDUCATION

DATE: August 20, 1991

REVISED: January 30, 2001