
ARTICLE IX: TEACHER ASSIGNMENTS

1. As soon as possible, but before the end of the school year, teaching, service, and homeroom preference forms shall be distributed to all teachers and returned no later than ten (10) days thereafter. If possible, the seniority, talents, and professional skills and experience of the individual teacher in conjunction with the preference forms shall be the basis upon which the assignments shall be honored.

The Administrator at the School shall provide the opportunity to discuss the situation with the teacher.

If possible, before the end of the school year, the department head shall inform the members of the department of his/her tentative recommendations to the studies office including subjects, grade levels, or any special groupings. Also, the teacher shall also be informed of his/her tentative service period and homeroom assignment.

- a. Teachers shall receive a complete roster as soon as possible prior to the first day of school. Complete roster shall be defined as including:
 1. Subject area, grade level, any special groupings, academically talented, accelerated, honor or seminar selections.
 2. Service mods assignment
 3. Rostered lunch time
 4. Homeroom
 5. Preparation time.
2. Teachers shall not be assigned to teach subjects outside their field of competency, unless agreed to in writing by the teacher and the Administration and witnessed by a representative of the Association. Except for Theology/Religion, competency shall be determined as demonstrated by academic background which shall mean eighteen (18)

minimum semester hours of college credit or teaching experience in the academic field which shall normally mean one (1) year.

- a. Recognizing the unique role of the Theology Department in the life of a Catholic high school, the following will be considered as competency to teach Theology/Religion:
 1. An undergraduate degree in Theology or Religious Studies from a Catholic college or university; or
 2. A graduate degree in Theology, Religious Studies, Pastoral Ministry or Divinity from a Catholic college or university; or
 3. Formation and final incorporation in a Roman Catholic Religious congregation, order or secular institute; or
 4. Teaching experience in the School's Theology/Religion Department which shall normally mean one (1) year.
3. Teachers may not be assigned more than three (3) consecutive teaching assignments nor more than four (4) consecutive teaching and service assignments combined except where unavoidable due to scheduling.
4. Teachers shall not be assigned classes which require more than three (3) preparations unless agreed to by the teacher, the Administration, and the Association. A preparation is defined according to difference in subject area and grade level. Every effort shall be made not to place an undue burden on the teacher by assigning multiple subject areas and grade levels.
5. The Department Chairperson shall consider the rotation of qualified persons within an academic field in matters of assigning teachers to special and honor sections.
6. A full-time teacher shall be defined as any teacher carrying a teaching load of at least three (3) teaching and/or service assignments per day and must also be assigned other school related duties or responsibilities during the school day. A part-time teacher shall be defined as any teacher who carries a teaching load of three (3) or fewer

teaching and/or service assignments per day and who does not have assigned any other school related duties or responsibilities within the school day.

- a. A full-time teacher reduced to part-time shall receive a full fringe benefit package. Remuneration shall be pro-rated according to the number of classes taught. (E.g., 1 class = one sixth of full time salary.) This pro-rated amount is to be based on the teacher's salary for his/her last year as a full-time teacher.
 - b. Part-time teachers shall receive a pro-rated salary and benefits based on the starting salary according to Schedule A.
7. It is agreed that the above requirements may be altered only where the teacher voluntarily agrees according to the provisions of Article XVII, Section 1, or in cases of grave necessity; in which event, the principal or his designee shall provide the opportunity to discuss the situation with the teacher concerned.
 8. Teachers who teach outside their area of academic concentration shall be assigned, if requested, within the five (5) days following the posting of the notice, when teaching positions open within the department which includes that area of concentration, unless a certified person cannot be found to fill the position vacated. If not certified, the provisions of Article V, Section 4a., will apply.
 9. The number of students per class shall not exceed thirty (30) and no science classes requiring a lab shall exceed twenty-eight (28). This requirement may be waived under severe conditions and then only through the mutual consent of the Administration and Association.
 10. The number of students in a study hall shall not exceed forty-five (45). This requirement may be waived under severe conditions and then only through the mutual consent of the Administration and Association.