

INCIDENTAL TEACHING

The Superintendent of Schools may assign a Teacher to teach a subject not covered by certificate for up to five classroom hours a week without obtaining approval of the Commissioner of Education, pursuant to the following procedures:

1. The Superintendent of Schools shall make a finding that the Teacher being assigned to teach on an incidental basis has sufficient teaching experience and knowledge of the subject matter to teach such subject in a competent manner.
2. By October 1st of each year the Superintendent shall submit a list of all Teachers assigned to teach on an incidental basis, including the courses he or she has been assigned to teach, and the certification area of the Teacher so assigned to the Board of Education at a public meeting. In the event an incidental teaching assignment is made after October 1st, the Superintendent shall report the assignment to the Board at the next regularly scheduled public board meeting. The list of incidental teaching assignments for the current school year shall be submitted to the State Education Department as part of the District's annual Comprehensive Assessment Report.
3. Notification - A notice will be sent to parents of students enrolled in a class for which an incidental teaching assignment has been made. Such notice will indicate the assigned teacher's work, and educational or other experience which will enable him or her to provide competent instruction in the subject area to be taught.
4. Appeal - A parent whose child is enrolled in a class for which an incidental teaching assignment has been made may submit a written request to the building administrator that his/her child be reassigned to a different class. The principal shall consider each such request, and shall issue a written response within five school days of receipt of the parent's written request.