HUMAN RESOURCES

Management

Responsibilities, Duties, and Work Day

I. Work Day

All administrators shall report to work during assigned hours to perform their duties except when on approved leave. Whenever administrators and supervisors are away from their normal places of work, their whereabouts shall be known to their immediate supervisor, except when on approved leave. The normal work day of each administrator and supervisor shall be 8-1/2 hours per work day, including lunch. Due to the responsibilities of these positions, the work day may extend beyond 8-1/2 hours.

A. Office Hours

The work day of principals and assistant principals may be staggered in middle schools and high schools to provide office coverage during these hours. On days when extensive after school activities take place, the work day of administrators may be adjusted accordingly. As a guide, office hours for all elementary, middle, and high schools shall be at least thirty minutes before the instructional day begins and at least thirty minutes after classes are dismissed.

Office hours for all administrators and supervisors assigned to the central office are from 8 a.m. to 4:30 p.m.

To ensure that support services are provided in a timely manner, telephone coverage shall be maintained from 7 a.m. to 4:30 p.m. in the Office of Supply Services, and from 7 a.m. to 4 p.m. in the Office of School Food and Nutrition Services during days schools are in operation. Telephone coverage is provided for the Office of Transportation Services at the administrative office at the Brentsville Transportation Center (Hooes Road) from 8 a.m. to 4:30 p.m. Telephone coverage is provided at all other transportation centers (Central, Independent Hill, McCuin, and Potomac) from 5:30 a.m. to 5:30 p.m. Telephone coverage is provided at the Transportation Dispatch Office from 4:30 a.m. to 5:30 p.m. Telephone coverage is provided for the Office of Facilities Services from 7 a.m. to 4 p.m. Exceptions to the above coverage, including early release of School Services employees or flexible working hours during the summer when schools are not in session, shall be approved as necessary by the Associate Superintendent for Finance and Support Services.

Administrators and supervisors are responsible for covering their office during their absences due to leave, meetings, other assignments, and lunch.
II. Responsibilities

A. Other Assignments

1. Administrative positions are both time consuming and demanding in nature; therefore, administrative personnel should not accept any additional PWCS extracurricular activities such as coaching, club sponsorship, etc.

2. Activity Directors shall receive designated pay for Virginia High School League district, regional, and state events.

3. It is necessary at times to give administrators and supervisors special assignments which are vital to the efficient functioning of the School Division. Consequently, all administrative and supervisory personnel are expected to assume their fair share of such assignments.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY SCHOOL BOARD