

3.9.3F1 – CERTIFIED EMPLOYEE DOCUMENTATION FORM FOR NON-INSTRUCTIONAL DUTY, DUTY-FREE LUNCH, INSTRUCTIONAL PLANNING, AND MEDIA SPECIALIST ADMINISTRATIVE TIME ASSIGNMENT

Van Buren School District
School Year: _____

Teacher's Name _____ School _____

Section 1: Non-Instructional Duty

Teachers shall not be scheduled more than 60 minutes of non-instructional duties per week (A.C.A. 6-17-117). Teachers scheduled in excess of 60 minutes of non-instructional duties per week will complete a **SUPPLEMENTAL** non-instructional duty form.

The certified employee named above is assigned to the following non-instructional duty:

Day	Enter beginning and ending times for Non-Instructional Duty		Total Daily Minutes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL Non-Instructional Duty Minutes Per Week			

Section 2: Duty-Free Lunch

Teachers shall have a thirty (30) minute uninterrupted duty-free lunch each student contact day (A.C.A. 6-17-111). (Teachers who do not receive a duty-free 30-minute lunch will be compensated according to Arkansas law; they must complete a **SUPPLEMENTAL** Non-Instructional Duty form.)

The certified employee named above is assigned to the following duty-free lunch period:

Day	Enter beginning and ending times for Duty-Free Lunch		Total Daily Minutes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Section 3: Instructional Planning Period

“Each school district in this state shall provide a minimum of two hundred (200) minutes each week for each teacher to schedule time for conferences, instructional planning, and preparation for all classroom teachers employed by the district. The planning time shall be in increments of no less than forty (40) minutes.” (A.C.A. 6-17-114).

The certified employee named above is assigned to the following planning time:

Day	Enter beginning and ending times for Instructional Planning Time		Total Daily Minutes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL Instructional Planning Minutes Per Week			

Comments:

Teacher Signature

Principal Signature

Date

Section IV: Media specialists Administrative Time

Media specialists shall be provided time equal to one-third of the school day for the administration of the school media center (A.C.A. 6-25-103).

The certified employee named above is assigned to the following time(s) for administration of the school media center:

Day	Enter beginning and ending times for Media Center Administration		Total Daily Minutes
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
TOTAL Instructional Media Center Administration Minutes Per Week			

Comments:

Teacher Signature

Principal Signature

Date