

**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<br><b>Non-Instructional Duty</b> |  | Total Daily<br>Minutes |
|--|---|--|------------------------|
| Monday   |   |  |                        |
| Tuesday  |   |  |                        |
| Wednesday  |   |  |                        |
| Thursday   |   |  |                        |
| Friday   |   |  |                        |
| <b>TOTAL Non-Instructional Duty Minutes Per Week</b> |   |  |                        |

**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<br><b>Duty-Free Lunch</b> |  | Total Daily<br>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<br><b>Instructional Planning Time</b> |  | Total Daily<br>Minutes |
|--|--|--|------------------------|
| Monday   |  |  |                        |
| Tuesday  |  |  |                        |
| Wednesday  |  |  |                        |
| Thursday   |  |  |                        |
| Friday   |  |  |                        |
| <b>TOTAL Instructional Planning Minutes Per Week</b> |  |  |                        |

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<br><b>Media Center Administration</b> |  | Total Daily<br>Minutes |
|---|--|--|------------------------|
| Monday  |  |  |                        |
| Tuesday   |  |  |                        |
| Wednesday   |  |  |                        |
| Thursday  |  |  |                        |
| Friday  |  |  |                        |
| <b>TOTAL Instructional Media Center Administration Minutes<br/>Per Week</b> |  |  |                        |

Comments:

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date