

# **KNOW YOUR CONTRACT**

With everything going on in the district, when will they let me know where I will be working next year?

## **ARTICLE 14 – Teaching Assignments**

14-1 Teachers shall be notified of their tentative subject areas, grade level assignments, and building assignments for the following school year, insofar as possible, no later than May 15 of each year. If this is not possible, the teacher will be notified by May 15 when to expect the notification.

14-1-1 Teaching schedules in each school shall be developed through a collaborative process between administration and teaching staff.

14-1-2 When an employee in high school has an assignment with more than three preparations in core subject areas, the employee may request to discuss the assignment with the administration and department chair.

## **ARTICLE 19 - Working Conditions**

19-9 Employees will be notified of their date of assignment, insofar as possible, no later than May 15 of each year. If this is not possible, the employee will be notified by May 15 when to expect the notification.

**Your building administrator is not required to inform you of your rights.  
It is up to you to *Know Your Contract!***