



## 3110 EXTRA-CURRICULAR DUTIES

Policy Type: Human Resources Manual  
Applies To: All Staff, Students, Visitors  
Approved By: LCS Head of Schools  
Policy Reviewed: every 2 years  
Adopted: 06 2020  
Revisions:

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### 1. ELEMENTARY:

- (a) Staff are encouraged to support extra-curricular activity programs.
- (b) The various extracurricular leadership roles are divided into low, medium and high time-commitment categories.
- (c) Administration will approve the final distribution of duties ensuring that priority programs are supported.
- (d) Annually, the list of extracurricular opportunities will be reviewed to take into consideration new initiatives, staff suggestions and giftings.

### 2. MIDDLE:

- (a) There is an expectation that all educational staff participate in extracurricular activities.
- (b) Administration has a signup sheet of duties that every staff member can choose from, commiserate with their teaching load and specific gifts and talents.
- (c) Staff may also make recommendations for other extracurricular opportunities they would be willing to facilitate. Administration will approve the final distribution of duties ensuring that priority programs are supported and activities are equitably distributed.

### 3. HIGH SCHOOL:

- (a) There is an expectation that all high school educational staff participate in supporting the provision of a rich extracurricular program.
- (b) Part-time educational staff should provide extracurricular support commiserate with their teaching load (e.g. the expectation for a 0.5 FTE teacher is half of that for a 1.0 FTE).
- (c) Annually, a list of extracurricular opportunities will be shared with staff who can then indicate where they are willing to serve. Staff may also make recommendations for other extracurricular opportunities they would be willing to facilitate.

- (d) Administration will approve the final distribution of duties ensuring that priority programs are supported and activities are equitably distributed.