

Corning Painted Post

AREA SCHOOL DISTRICT

Elementary Teachers (K-5)
Request for In-Service Clock Hours
For
Extension of Professional Time – Article 3.3 (b)

Name _____

School _____ Date _____

No. of In-Service Clock Hours Requested _____

Purpose in accordance with Article 3.3 (b) below:

Work to be completed:

Time/Date _____

Site _____

Approved: _____

Signature of Supervisor/Principal

Denied: _____

Signature of Supervisor/Principal

_____ In-Service Clock Hours

Date

_____ Copy to Teacher

Clock hours completed; verified by _____

Signature of Supervisor/Principal

Date

Send completed form to Assistant Superintendent for Instructional Services

Article 3.3 Professional Teaching Hours (B)

Professional time can be extended beyond the typical work day and Elementary teachers (K-5) can receive in-service clock hours (up to 8 per school year) as compensation for this time. The purpose of this opportunity is to encourage the utilization of data to improve student achievement, or to facilitate required reports to be completed in a timely manner. Recognizing the importance of direct instruction during the regular work day, teachers often choose to work on other professional assignments outside the work day. The teacher should initiate the request and be granted time upon the approval of the supervisor or building principal. The supervisor or building principal may restrict the work's location and the timeframe. If the supervisor or building principal denies the request, the teacher may pursue review of the request with the CTA President. The Superintendent or designee has the sole discretion to approve or deny the review request.