

**OUT-OF-THE-CLASSROOM
CERTIFIED PERSONNEL**

All teachers in the Holdenville Public Schools are expected to perform certain out-of-the classroom activities. Out-of-the-classroom responsibilities are not extra duties. Out-of-the-classroom responsibilities refer to the supervision of halls between classes, at noon, and before and after school and the supervision of students in meetings, rehearsals, assemblies, in the lunchroom, and on the playground. It also includes any other supervisory responsibility necessary to the safety, health, and well being of students during the regular school day.

Principals are asked to use discretion and fairness in their out-of-the-classroom requirements of teachers and to strive to equalize such duties among the teachers.

Extra duty refers to those responsibilities required by the school and performed either before or after the regular school day. These include sponsoring certain organizations that must practice after school hours, working at athletic events, etc. Teachers will be paid extra and above their base salary for the performance of extra duty in accordance with the extra time and responsibility the assignment requires. In case of reassignment or a readjustment of positions, the board of education will not be bound to a salary higher than that normally provided for a position assigned.