

Central Alabama Community College Adult Education Program Policy

Staffing Policy

1. It shall be the policy of the CACC Adult Education program that all classes will be staffed so as to provide high quality instruction for all students in the most effective and efficient manner.
2. AE classes shall generally be taught by one teacher.
3. If an AE Teacher reports for work and no students are present, the AE Teacher may remain at work for no more than one (1) hour in order to perform various duties related to instruction.
4. Separate classes serving different groups of students may be co-located at the same instructional site with a different teacher assigned to each separate classroom.
5. If the combined total attendance of co-located classes is temporarily low, then the classes should be combined into one class until attendance improves. The teachers at the site should mutually agree on a schedule to share the reduced teaching hours and then request the Director's approval to temporarily combine classes.
6. Teachers may request that the Director provide them with temporary assistance from additional staff to assist with instruction in a class where either high attendance or unique student characteristics warrant such assistance.
7. Teachers or staff providing temporary assistance may continue to provide such assistance only so long as the conditions warranting the assistance continue to exist.
8. A teacher aide may be assigned to assist a teacher or teachers at the discretion of the Director.
9. If an AE teacher aide reports to work and no students are present, the AE teacher aide may remain at work for no more than one (1) hour in order to perform various duties related to instruction as assigned by the teacher(s).
10. If class attendance is low and the teacher(s) determine that there are no tasks related to instruction for the teacher aide to perform, then the teacher aide should not remain at work.
11. AE testing sessions will be provided by one teacher or staff person. Testing sessions may be regularly scheduled to offer students; TABE placement testing and orientation, TABE post-testing, WORKKEYS testing, GED practice testing and other assessments. At the discretion of the teacher, students in need of extra study time may also be allowed to attend testing sessions.
12. If an AE teacher/staff person reports for a testing session and no students are present, then the AE teacher/staff person may remain at work for no more than one (1) hour in order to perform various duties related to instruction/assessment.