

ARTICLE XVI
AD HOC INSTRUCTIONAL ASSIGNMENTS

1. **Posting of Vacancies** - The school shall deliver a notice of vacancy for ad hoc instructional assignments, such as home teaching, independent study, or categorical project assignments to all members of the staff. The notice shall include a deadline of no less than seven working days unless this requirement is waived by mutual agreement of the principal and the TCEA President.
2. **Selection Criteria** - The principal is responsible for developing the notice, which shall include a description of the position's duties, a list of all qualifications, and requirements of the position.
3. **Selection Procedures** - All qualified applicants will be interviewed by the principal and one or more teachers.
4. **Final Decision** - The interview panel will make the final decision based on the objective application of these criteria:
 - 4.1. Possession of the appropriate credential or certificate.
 - 4.2. Unit members, in a given subject or grade level, shall be given priority consideration in filling subject or grade level positions.
 - 4.3. The unit member's area of competence and timeliness of experience in the subject matter and/or grade level.
 - 4.4. The ability to maintain an effective and stimulating learning environment, as documented by evaluations, observations, or other pertinent documents in the personnel file.