

**ARTICLE XVI**  
**AD HOC INSTRUCTIONAL ASSIGNMENTS**  
**(Revised 2024-2025)**

1. **Posting of Vacancies** - The school shall email a notice of vacancy for ad hoc instructional assignments, such as Home Hospital, long-term independent study, or categorical project assignments to all members of the staff. The notice shall include a deadline of no less than five working days unless this requirement is waived by mutual agreement of the principal and the TCEA President.
  - 1.1 In the instance where Home Hospital assignments are available, the student's teacher of record will be given first right of refusal for the assignment. If the assignment is refused, sections 2 through 4 will apply.
  - 1.2 For secondary, the position will be flown to each teacher of record for that student with first right of refusal with the assignment being no more than 1 hour per week per subject. If this assignment is refused, the position will be flown to teachers within the specific site.
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. Initial priority will be given to a student's teacher of record with right of refusal for the assignment.
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 engaging learning environment, as documented by evaluations, observations, or other pertinent documents in the personnel file.
5. **Compensation and Planning**- Unit members selected for Home Hospital assignments will be paid at the instructional hourly rate for each hour they provide direct instruction services to a student as defined on the notice. Unit members will also receive one hour of instructional rate pay per week for planning for the duration of the assignment.