

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

**4.221 REQUEST FOR REDUCTION OF
TEACHING CONTRACT**

SECTION 4.221.1 Reduction of Contract – Procedure

Granting of a part-time contract to teachers shall be based on the following criteria:

- A. Requesting teachers shall be tenured or an outstanding second year probationary teacher.
- B. Educational program proposed is in the best interest of students.
- C. Proposed program and schedule provides continuity, consistency, and effective articulation.
- D. Proposal is cost effective.

The following procedural steps shall be adhered to when requests for part-time contracts are submitted:

- A. Teacher submits written proposed educational plan to principal.
- B. Teacher's proposed educational plan is reviewed and acted upon by the principal.
- C. Upon approval of the educational plan by the principal it is submitted to Learning Support Services for review and action.
- D. Educational plans approved by Learning Support Services are submitted to the Personnel Support Services Department.
- E. The Personnel Support Services Department submits the contract change to the Board of Education for approval and makes the necessary modifications to personnel records to implement the plan.