



## Professional Activity Fact Sheet -- Elementary Schools

- Elementary School teachers with an 8 period per day schedule are programmed for one professional activity a week. ([Article 7C4g](#))
- Elementary School teachers with a 7 period per day schedule do not have to be programmed to receive a professional activity period. ([Circular 6r](#))
- Teachers with compensatory time positions shall continue to do the work of their position during their professional periods. ([Article 7U5](#))
- Master teachers, Peer Collaborative teachers and Model teachers use their professional activity periods to perform responsibilities associated with their position. ([Article 11B4](#)), ([Article 11C4](#)) and ([Article 11D4](#))
- Before April 15 each spring, the UFT Chapter Leader should meet with the Principal and discuss: (1) the number of positions for each menu choice the principal intends to offer the faculty; (2) the qualifications for each position; and (3) the clear responsibilities each position will entail. ([Article 7U1](#))
- The professional activity menu provided to teachers must include the number of positions for each activity, qualifications for each position and clear responsibilities for each position. It is recommended that qualifications and responsibilities be detailed and specific for each option. ([Article 7U1](#))
- The professional activity provision **shall not create an additional teaching period.** ([Article 7Cg1](#))
- The menu of activities to be offered to each teacher **shall** be from among the following:
  - 1) Small Group Instruction (not to exceed 10 students)
  - 2) One-to-One Tutoring
  - 3) Advise student activities such as clubs, teams or publications
  - 4) Perform student assessment activities (including portfolios, performance tests, IEPs, ECLAS, etc.)
  - 5) Professional Development/Prepare Staff Development Workshops and Demonstration Lessons
  - 6) Common Planning Time
  - 7) Conflict resolution for students
  - 8) Cafeteria Duty
  - 9) Schoolyard Duty
  - 10) Hallway Duty
  - 11) AM bus duty
  - 12) PM bus duty
  - 13) Homeroom
  - 14) Provide inter-disciplinary articulation
  - 15) Develop multi-cultural curriculum
  - 16) Develop programs to integrate technology into the daily life of the classroom

- The professional activity menu **may only** include positions from the contractual menu of options. **(Article 7Cg1)** **UNLESS** the SBO vote conducted is to add a professional activity to the Menu. **(MOA 2019)**
- The professional activity menu must have at least 6 options from the contractual menu. **(As per arbitration)**
- Any teacher who wishes to participate in a professional activity not listed on the established list of professional assignments may, upon approval from the principal, select such an activity. **(Article 7Cg1)**
- Administrative duties are cafeteria duty, school yard duty, hallway duty, AM bus duty, PM bus duty, and homeroom. **(Circular 6r)**
- Teachers assigned to homeroom or to AM or PM bus duty as an administrative duty may use the professional period as a preparation period. **(Article 7Cg1)**
- No teacher should be involuntarily assigned to an administrative activity for two years in a row. However, a teacher can volunteer for the same assignment for consecutive years. **(Article 7U2)**
- No one at any level can be given a split assignment (more than one activity). Each teacher is to be assigned **only one activity per year**. **(as per arbitration)**
- Teachers shall select each spring, **in priority order, three (3) activities** from the menu they want to participate in for the following school year. **(Article 7U2)**
- If a teacher does not receive one of their three choices, the teacher will be given the opportunity to select three additional choices. **(Article 7U2)**
- Prior to the end of the school year, teachers shall be notified by the principal **in writing** as to their professional or administrative assignment for the following school year. **(Article 7U4)**
- A Chapter may use the SBO process to modify the professional activity menu and process. All SBO procedures must be followed including surveying the staff and having the SBO ballot approved by the District Rep prior to an SBO vote. Consult with your District Rep for more information. **(Article 8B)**
- Any teacher may grieve the failure to follow the process described in the relevant portions of Article 7 through the regular grievance and arbitration process provided for in the Contract **(Article 7U7)**
- If a teacher believes that a selection decision is in violation of the agreement, **(Article 7U1)** the Union may challenge the assignment of a particular activity by appealing within 15 school days to the Chancellor/designee **(Article 7U7)**. The Union may appeal the decision of the Chancellor/designee to the New York City Office of Labor Relations, which will issue a final and binding decision. **( Article 7U7)**
- Should the Union believe that the number of positions for administrative activities, set by the principal, is inappropriate, the Union may appeal to the Chancellor. The Union may

appeal the decision of the Chancellor or his/her designee within 15 days to the NTC Office of Labor Relations, which will issue a final and binding decision. [\(Article 7U1\)](#)