

OLR Guidance: Program Preference Spring 2021

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**Overview:** Each spring teachers request classroom assignments through the program preference process. This process has not changed except with respect to ICT and SETSS (see below). Principals should continue to distribute preference sheets in the same manner as in the past. In addition, principals should determine program assignments based on qualifications – considering experience, performance and other relevant factors (e.g. special skills) – and should honor a teacher’s preference provided that it is “advisable and feasible.” Principals should have a valid educational reason for the assignment and seniority is relevant only if the qualifications among teachers are equal. For additional information please review Labor FAQs.

**Process:** The following describes the sequence of events for implementing the program preference process:

- **Consultation:** Principals should consult with the chapter leader regarding out-of-classroom teaching positions.
  - **Instructional Positions:** These positions do not require an SBO; consult and post. (Examples: coach, cluster, reading specialist, AIS).
  - **Contractual Compensatory Positions:** These positions do not require an SBO; consult and post. (Examples: dean, programmer, lunchroom coordinator).
  - **Compensatory Positions:** Unless permitted under the contract these positions require an SBO, consultation and posting. (Example: Testing Coordinator).
  - Note: All postings should include language that the position is tentative and subject to funding.
- **Distribution of Preference Sheets:** Principals should distribute preference sheets electronically to the extent they have not done so already. Teachers should be provided a reasonable amount of time (e.g. 5 school days) to return the preference sheet.
- **Preference Sheet Content:** The purpose of the preference sheet is to allow teachers to express a program preference. Attached are samples.
- **Tentative Assignments:** In middle and high schools, tentative assignments should be provided no later than 10 school days prior to June 25, 2021. In elementary schools, teachers who have served in a school for one year or longer should receive assignments for the next school year before June 15.
- **Middle and High Schools and 8 Period Elementary Schools Professional Activity Assignment:** In high schools and middle schools, all teachers receive one professional period per day and in an 8 period elementary school, one professional period per week. The following is a high-level overview of this assignment process.
  - Consult with the chapter leader regarding what assignments may be included on the menu.
  - Principals have the final decision regarding what assignments are on the professional activity menu, the number of available positions, responsibilities, and qualifications.
  - Distribute menu with a minimum of 6 professional activity assignment options; collect preference sheets.
  - Principals have the discretion to approve an individual request for a professional assignment not on the menu.

**Notes:**

- Pursuant to a recent agreement with the UFT, ICT positions and SETSS positions are not posted. In addition, special education and general education teachers shall be allowed to assert a preference to the ICT position. Likewise, teachers may also assert a preference to the SETSS positions. Both ICT and SETSS positions job descriptions shall be included in the preference process and shared with staff.
- Wherever administratively possible, teachers assigned to more than one ICT class will be assigned to the minimum number of co-teachers.
- SETSS teachers do not have a right/entitlement/retention rights to the SETSS position year-after-year.
- Dean positions are posted through a central posting.
- Centrally-funded IEP teachers are posted through a central posting.
- Teachers in Pre-K Centers Only: Selection sheets shall be distributed to teachers in sites with two anticipated grade bands (3K and PK) or 2 or more anticipated programs. Teachers may complete a selection sheet (ranking 3 selections; including Partner Teacher). See DOE-UFT Pre-K MOA.

**SAMPLE PREFERENCE SHEETS**

**Elementary Program Preference for 2021-2022 School Year**

Please complete and return to [insert name of supervisor/designee] no later than [insert date]

Teacher Name: \_\_\_\_\_  
Appointed License: \_\_\_\_\_  
Additional Licenses: \_\_\_\_\_  
Current Assignment: \_\_\_\_\_  
Prior Assignments: 2020:2021: \_\_\_\_\_  
2019:2020: \_\_\_\_\_

**General Education Teachers:** Please list three grade preferences in order of priority. Please note that all assignments will be made in a manner consistent with the contract and based on the needs of the school community.

**Special Education Teachers:** Please list three grade preferences in order of priority and include program designation preference (e.g. 1<sup>st</sup> Grade- ICT; 2<sup>nd</sup> Grade - 12:1:1; SETSS)

Please note that all assignments will be made in a manner consistent with the contract and based on the needs of the school community.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**General Education Teachers:** Please indicate if interested in ICT assignment. Yes \_\_\_\_ No \_\_\_\_

**Middle or High School Program Preference for 2021-2022 School Year**

Please complete and return to [insert name of supervisor/designee] no later than [insert date]

Teacher Name: \_\_\_\_\_  
Appointed License: \_\_\_\_\_  
Additional Licenses: \_\_\_\_\_  
Current Assignment: \_\_\_\_\_  
Prior Assignments: 2020:2021: \_\_\_\_\_  
2019:2020: \_\_\_\_\_

Please note that all assignments will be made in a manner consistent with the contract and based on the needs of the school community.

**General Education Teachers:** Please list three grade preferences in order of priority. Please note that all assignments will be made in a manner consistent with the contract and based on the needs of the school community.

**Special Education Teachers:** Please list three grade preferences in order of priority and include program designation preference (e.g. 1<sup>st</sup> Grade- ICT; 2<sup>nd</sup> Grade - 12:1:1; SETSS)\

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**General Education Teachers:** Please indicate if interested in ICT assignment. Yes \_\_\_\_ No \_\_\_\_

**For multi-session schools, include Session Time:** Please select the session time you prefer: [insert session times]