

Allegheny County Schools

Extracurricular Duties Request Form

be completed annually by all beginning teachers (0-3 years of experience) and teachers with 27+ years of experience who request extracurricular duties. Please see Allegheny County Schools Board of Education Policy 7405: Extracurricular and Non-Instructional Duties.

Extracurricular Duties Defined:

Those duties performed outside the regular school hours that are not a part of the teacher's instructional duties.

Examples of extracurricular activities for which consent is required:

- Coaching
- Faculty sponsor for a student club

Examples of extracurricular duties DO NOT include:

- Parent-teacher conferences
- Activities related to courses taught by the teacher (i.e. band concerts, field trips)
- Bus duty, hall duty, cafeteria duty

Date: _____

I, _____, voluntarily request an extracurricular assignment
s follows for the _____ school year.

Extracurricular Duties Requested:

Respectfully submitted,

(Employee's Signature)

Principal to complete:

Extracurricular duty / duties approved by _____, Principal

Date: _____

Place original in teacher's evaluation file at building level and submit to personnel office at end of school year.
Teacher should retain a copy for their personal/professional development file.