



Buffalo Teachers Federation, Inc.
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President, PHILIP RUMORE

March 13, 2018

MEMO TO: All Buffalo Teachers
FROM: Philip Rumore, President, BTF
RE: Non-Teaching Duties/Teacher Aides

Parents are being told that non-teaching duties assigned to teachers at City Honors are also assigned to teachers in the District.

- Please advise us if the following duties have been assigned to teachers at your school.
 - Supply/Copy Machine Duty - During their 45-minute duty, teachers are to use the forty-five minutes to fill supply orders and replenish the supply of copy machine paper. Previously performed by one teacher aide.
 - Bathroom Sweep - During their 45-minute duty, teachers are assigned to enter and patrol student lavatories during this 45-minute assignment. Newly created by the Principal.
 - Physical Education Locker Room Duty - During their 45-minute duty, each period, a teacher is assigned to sit in front of the locker room.
 - Recycling Duty - During each 45-minute duty, a teacher is assigned to collect cans and bottles for recycling.
 - Professional Growth System - During their 45-minute duty, assigned teachers are required to input other teachers' credit bearing time into the PGS.
 - Master Calendar Duty - During their 45-minute duty, assigned teachers are required to update the school website.
 - Attendance Duty - Call guardian and/or write letters for students who are frequently absent and/or tardy. This is an Attendance teacher's assignment.
 - Main Locker Room Duty - Teachers required to monitor students at their locker - Security office is directly in front of the desk.
- Please advise us if there have been large, e.g. 5.5, teacher cuts at your school during the second part of a school year. If so, when?
- If known, has a request for an increase in the number of teacher aides in your building been made? Was it denied – fulfilled?

Thank you in advance for your support. This is information requested by parents as they seek the truth.

PR:su