

Potential Scheduling Constraints and Conflicts

Requirements from the outside:

- Federal mandates
- State requirements
- District initiatives
- Middle school coordination

Staffing allocations:

- # teachers provided by the district
- # teachers in each subject
- Teacher credentials

Collective bargaining agreement:

- Class size limit/ balance
- Number of teacher preps
- Innovative scheduling

Credit requirements:

- Course prerequisites
- High school graduation
- College entrance

Space constraints:

- Science labs
- Computer labs
- Athletic facilities
- Art/ music facilities
- # classrooms

Time Constraints:

- # periods/ day--traditional/ block schedules, variations
- Off campus classes

Singletons, doubletons:

- Band, chorus, arts, drama
- IB/ AP classes
- Junior/senior advanced courses

Special populations/ programs:

- Special education
- English language learners
- Double dosing--Eng./math
- Credit recovery programs
- High performing students

- Career/ technical education

Teacher preferences/ needs:

- Teacher requests--prep time, classroom, #/nature of preps
- Professional development time
- Non-class assignments
- Distributed leadership

SLC/ Academy needs:

- Linked classes
- Common teacher prep time
- Balancing across SLCs
- Looping
- Advisories, tutorials

Software capabilities:

- Ability to link classes
- Recognizing teacher conflicts
- Ease of use, training required
- On-line registration
- Teacher e-mail
- School website

Making the deadlines:

- Course options to students
- Student sign-ups
- Data into the computer
- Master schedule runs
- Necessary adjustments
- Teaching assignments

--- source: CASN Scheduling Guide for Career Academies and Other Small Learning Communities