

**PART-TIME CERTIFICATED ASSIGNMENTS**

Assignment	Workday	Required time on site	Elementary Prep Time Per Week* (Minutes)	Secondary Prep Time Per Day* (Minutes)
100.00%	8 hrs.	6 hrs 35 min.	60	55
87.50%	7 hrs.	5 hrs 46 min.	53	48
80.00%	6 hrs. 24 min.	5 hrs 16 min.	48	44
75.00%	6 hrs.	4 hrs 56 min.	45	41
62.50%	5 hrs.	4 hrs 7 min.	38	34
60.00%	4 hrs. 48 min.	3 hrs 57 min.	36	33
50.00%	4 hrs.	3 hrs 18 min.	30	28
40.00%	3 hrs. 12 min.	2 hrs 38 min.	24	22
37.50%	3 hrs.	2 hrs 28 min.	23	21
25.00%	2 hrs.	1 hrs 39 min.	15	14
20.00%	1 hrs. 36 min.	1 hrs 19 min.	12	11

\* Assume full-time teacher has 60 minutes of prep time per week

\*\* Assume full-time teacher has 55 minutes (1 period) of prep time per day

**NOTE:** The amount of prep time received by part-time teachers will differ from the amounts shown above if full-time teachers receive amounts other than 60 or 55 minutes. To calculate prep time for part-time teachers, multiply the amount received by full-time teachers times the appropriate percentage in the "Assignment" column.