

PROTECT TIME AND REDUCE WORKLOAD



Kentucky educator exit survey data consistently indicate that workload and work-life balance are among the primary reasons educators leave their positions. While schools often respond to challenges by adding new initiatives, meetings, programs, or reporting requirements, district leaders may benefit from adopting a subtraction mindset by identifying tasks, processes, and expectations that can be reduced, streamlined, or eliminated. Protecting educators' time allows them to focus on the work that matters most: teaching, learning, and supporting students. The following practices can help administrators support teachers' workload and planning needs.

Reduce Administrative Burdens

Audit paperwork, reporting requirements, meetings, and compliance tasks to determine what can be simplified, automated, delegated, or eliminated.

Protect Planning Time

Establish clear expectations that teacher planning periods are reserved for instructional planning, grading, collaboration, and family communication whenever possible.

Examine Scheduling Practices

Explore innovative schedules that increase collaborative planning time, reduce fragmentation during the instructional day, and provide flexibility for educators.

Adopt Flexible Staffing Models

Consider team-teaching, job-sharing, instructional support staff, and creative staffing approaches that distribute responsibilities and reduce individual workload pressures.

Evaluate New Initiatives Carefully

Before implementing a new program or requirement, identify what can be removed or adjusted to avoid continually adding responsibilities.

Gather Staff Feedback

Regularly seek educator input to identify workload challenges and uncover opportunities to improve efficiency and work-life balance.

RESOURCES FOR MORE INFORMATION

Reducing Administrative Burdens

- [Cutting the Red Tape: A Strategic Framework for Reducing Teacher Administrative Burden in South African Schools](#)
- [Thirteen Whole-School Approaches to Reduce Staff Workload](#)
- [Review to Reduce Red Tape For Teachers and School Leaders](#)

Planning Time and Workload Management

- [The Components and Implications of Teacher Workload: A Review](#)
- [Reducing Teacher Workloads](#)
- [How These Schools Doubled Teacher Planning Time](#)

Innovative Staffing and Scheduling Models

- [Rethinking Teaching: New Ways to Staff America's Schools](#)
- [Providing Teachers More Time and Flexibility Through Innovative Scheduling](#)
- [State Spotlight: North Carolina's Advanced Teaching Roles Initiative](#)

Key Takeaway

Improving retention does not always require adding new programs or expenditures. Often, one of the most meaningful supports districts can provide is protecting educators' time by reducing unnecessary workload and creating space for high-impact instructional work.