

PROFESSIONAL STAFF POSITIONS

Responsibilities and Duties of Teachers

The teacher shall be academically qualified in the area he/she is to instruct, and should demonstrate a competence at transmitting learning to the student and the manner and means of accumulating, assimilating, and evaluating the knowledge associated with his/her academic field. The teacher should demonstrate an awareness of other academic fields and should possess a reasonable and responsible attitude toward the education of the whole child.

The teacher shall constantly be alert to the example presented to students, parents, community, and fellow workers, striving to consistently exemplify the good. Relationships shall avoid personal attachments which detract from the obligation to constantly lead and critically evaluate the individual and the situation.

The teacher must be aware of various instructional trends and participate in exploration of possible changes in method or content of instruction.

The teacher shall demonstrate an ability to control the situations encountered in the performance of duties while exhibiting the proper respect for the dignity and worth of each individual.

The teacher shall demonstrate the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.

Teacher Job Description Each teacher:

- 1) Is responsible for creating a classroom environment which is open and receptive to change.
- 2) Is to establish the necessary procedures for his/her instructional program in accordance with existing policies and regulations.
- 3) Is to continually evaluate the effectiveness of his/her instructional program, with established curriculum.
- 4) Is to aid in developing the curriculum within his/her teaching area and to suggest ways of integrating this curriculum with other departments where feasible.
- 5) Shall take advantage of such community resources as appropriate for the educational goals of the school with the approval of his/her department head.
- 6) Shall maintain an up-to-date plan book and rank book.
- 7) Shall maintain open communications with parents, community agencies and organizations.
- 8) Shall have a voice in the school staff which will help develop, organize, administer and explain the educational program for this school.
- 9) Shall be included in open two-way communications among all members of the management structure including the school board, while observing the chain of command.
- 10) Shall initiate appropriate press releases and submit them to the department head for approval.
- 11) Shall initiate all budget requests through the Principal within the frame work of the districts budget process.
- 12) Is to attend all scheduled department and staff meetings unless waived by the Principal.
- 13) Is responsible for supervisory duties assigned by the administration.
- 14) Is responsible for reviewing the material in the teacher and student handbooks, School Board policy manual and negotiated agreement and adhering to all pertinent information therein.
- 15) Is expected to take an active part in his/her local teacher staff development plan.

Subject to Collective Bargaining Provisions and individual teaching contracts.

Mrs. Connie Twombly, Chairperson
Peggy Richards
Mr. Joseph Fleck
Ms. Sarah Hayes
Mrs. Desiree Tumas

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