

TEACHER DUTIES AND RESPONSIBILITIES

DABD

Classroom teachers are involved in the primary function of the school system. The highest order of business is good instruction as measured by the folkways, mores, and educational needs of the community. Each successful teacher becomes so because of qualities of leadership, native ability, dependability, and academic competence. Teachers should strive to establish positive working relationships with their students and parents that will encourage development of the students' highest potential.

The teacher shall perform such duties as may be assigned by the district to be performed during the duty period as specified in the individual contract. It is understood, however, that the educator shall not be assigned to teach subjects outside of his/her major/minor fields of preparation or other fields of preparation that meet with accreditation standards. Exceptions may be made when the school class schedule dictates teaching of such a class. This shall be in time of an emergency and not be the common practice and shall be done only in consultation with the teacher.

In the event that a teacher agrees to teach outside of the major/minor subject fields as an accommodation to the district remuneration shall not be diminished below the salary to which he/she would be entitled within the subject field as set forth on the approved salary schedule. Furthermore, the teacher will not be negatively evaluated for performance while teaching out of the major/minor fields.

It is further agreed, however, that in the case of a newly employed educator, the individual contract may provide for employment on an unassigned basis.

The district, in establishing the number of classes and other functions that may be assigned to an individual teacher, shall make provision for reasonable amounts of time during the day in which the educator may make preparation for ensuing classes or the proper performance of other functions. In the case of secondary school teachers, preparation time shall not be less than 45 minutes. This time will be used for school preparation

Notwithstanding provisions in either this District Policy or an individual contract which specify the number of days of service or the hours during which functions shall be performed or the duties and other activities which may be required, an educator may agree to perform services during additional days or at other than normally-established hours at the request of the district.

The educator shall be entitled to a lunch period of not less than 30 minutes. An educator may not be required to perform any educational or nonprofessional tasks during said lunch period, but there may be an appropriate provision in the individual educator's contract requiring the performance of designated types of duties at designated intervals during lunchtime.

It shall be the duty of each teacher to keep informed concerning rules, policies, and regulations of the Board of Education.

Teachers shall be directly responsible to the principal of their respective buildings. They should promptly and consistently carry out the instructions of their principal and superintendent.

Teachers shall be responsible for the discipline and control of pupils enrolled in their classes and shall consult with the principal when it is felt advisable. Students should not be given permission to leave during school hours except for illness or on the personal request of parents.

Teachers shall assist the principal in the discipline of the school in the halls, lavatories and on the school grounds and at all school activities. They shall enforce all district Discipline Policies. (See student Discipline Policy).

Teachers shall be responsible for controlling damage to buildings, furniture, apparatus, supplies, or any school property. When damage is done, either by intent or accident, the principal shall be notified immediately.

Each teacher must prepare a daily lesson plan, which shall be available. Teachers shall not attempt to teach without first having properly planned the work and made ample preparation.

Planning should involve students throughout the entire class period and they should not be dismissed earlier than the regular scheduled time. Lesson plans should provide for the individual development and welfare of each student.

Teachers in the district shall thoroughly familiarize themselves with the study guides and related literature sent out by the Utah State Board of Education and the North Summit School District.

Teachers shall pay special attention to the physical condition of pupils in their charge. Pupils showing symptoms of contagious disease shall be referred to the principal for possible exclusion from school. They shall cooperate in carrying out health regulations.

Teachers are expected at all times to maintain high personal standards of moral conduct.

Classrooms shall be kept in a pleasing and orderly condition with blackboards and erasers properly cleaned. Attention shall be given to physical conditions, such as: heat, light and ventilation. Before leaving school for the day the teacher shall see that all school equipment and paraphernalia under his/her charge are properly cared for.

Teachers are required to be at their respective school twenty minutes before the start of classes in the morning and shall remain thirty minutes after the close of school, except by permission from the principal.

Teachers shall attend all meetings called by the administration.

It is unprofessional for teachers to publicly discuss professional problems discussed in faculty meetings or other professional gatherings, or to make any complaints to any person other than the appropriate individual to whom the complaint should be made.

All permanent school records together with reports to the principal and superintendent shall be accurate, and submitted promptly.

At the close of the school year teachers shall submit the required reports and show evidence of having satisfactorily completed the years work before they shall be formally excused.

Teachers are to remain in their respective classrooms at all times when classes are in session. Never leave student unattended. If it becomes necessary for you to leave your class, give a responsible person authority to act as instructor. At the change of departmental classes, step to the door of your room to assist in maintaining order in the halls during the passage of the student body from one class to another.

Coaches and teachers in charge of activities are responsible for the conduct of all students under their supervision. All activities must have a faculty supervisor.

DO NOT LOAN YOUR KEYS TO ANYONE. If there are individuals or groups of students using facilities, they are to be supervised by a sponsor who will obtain necessary keys from the Principal.

Teachers are expected to attend student activities during school hours unless excused by the principal. They are also encouraged to attend student activities held other than during school hours, and will be expected to assist in keeping order at these activities. The Principal will make specific assignments for supervision of student activities. Teachers will share equally in these responsibilities.

Although it is the specific responsibility of custodians to care for the buildings, each teacher is expected to share in this responsibility by keeping his/her classroom or teaching area as clean as possible. The teacher should insist that students leave desks and floor free of waste materials and refrain from marking desks and otherwise damaging school property. When the janitorial service for a given room or area is not satisfactory, the teacher responsible for that room should inform the principal. Custodians will report to the principal any room in which carelessness causes unnecessary work.

When leaving the classroom at the end of the day, the teacher should close and latch windows, turn off the lights and lock the classroom door.

