

PROFESSIONAL STAFF DUTIES AND RESPONSIBILITIES

Professional staff duties and responsibilities include, but are not limited to, the following:

1. Professional staff shall attend all meetings called by the District Administrator or their building principal, department head or committee chair. These meetings are considered an integral part of the staff member's duties
2. Professional staff are expected to be at their posts of duty during the hours set forth by the District Administrator and to perform such additional duties as may be assigned by the District Administrator or principal.
3. Teachers shall thoroughly prepare themselves in the studies pursued in their classes and prepare, in advance, plans for each class period.
4. Teachers in charge of classrooms shall be primarily responsible for maintaining good order and discipline in the classroom. All teachers shall assist and cooperate with their principal and with each other in maintaining order and discipline throughout their building.
5. Professional staff shall keep a careful record of all equipment and supplies in their charge.
6. Professional staff shall not collect money for any purpose other than school activities. The building principal may approve exceptions.
7. Professional staff shall strongly discourage students from presenting them with gifts.
8. Except in an emergency, requests from professional staff to custodial or maintenance personnel shall be given through submitting a work order to the building principal.
9. Professional staff shall turn in weekly lesson plans, and daily attendance records to the office.
10. Teachers must make sure all field trips are well organized in advance. Teachers must submit a field trip request and a trip slip to the building principal at least one week in advance of the planned trip. All trips must have the written approval of the building principal and District Administrator.
11. Professional staff shall observe regulations relating to them as presented in the staff and student handbooks.
12. Only such notices or announcements as pertain directly to the school shall be permitted, unless by special permission from the District Administrator or building principal.

13. Teachers are expected to assist in extracurricular activities or to teach or supervise students upon the request of the District Administrator.
14. In case of injury to a student where medical attention is necessary, the staff member shall report the injury immediately to the office staff. An accident report must be filed with the principal's office.
15. Teachers may also be expected to attend meetings outside their normal hours of work. At least two days advance notice will be provided for any meetings to be held outside normal work hours.
16. Before beginning their work, professional staff must present to the District Administrator a certificate showing that they have the qualifications required by law and a health certificate showing that they are free from tuberculosis in a communicable form.
17. Teachers wanting to use the building for evening activities must make a request through the principal in charge. Teachers shall remain with the students at all times and shall be held responsible for the turning off of lights and locking of doors.
18. Teachers shall not permit a student to be in the gym or locker rooms, or any other school facilities, unless a staff member is present to assume responsibility.
19. The District shall sponsor and promote out-of-school events, including out-of-town events, where student participation is necessary only when satisfactory and safe transportation can be provided with faculty supervision. Students and faculty shall return from out-of-school events in the same bus or vehicle unless they have received special permission from the Athletic Director, building principal, or District Administrator.
20. Teachers in charge of school activities shall deposit all money collected from students in the school activity fund.

CROSS REF:

APPROVED: May 14, 2001

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