

Responsibilities and Duties of Certificated Staff Members

Section 1. General. The basic function of the certificated staff member is to impart to students approved skills, knowledge, appreciation, principles, and fundamental attitudes; and to develop each student to his capacities in ways which promote the general welfare of the student.

Certificated staff members have assignments with fixed responsibilities and are responsible to their building principal. It is imperative that all members of the staff work directly under the person assigned and screen all matters of referral through their building principal.

The teacher is the responsible agent for the school's direct teaching of children, both within and without the classroom during the school day in accordance with administrative policies. For each major area of teacher responsibility listed below specific key objectives have been stated. These key objectives are to be considered as ultimate goals which all teachers, with the assistance of their building principal, should continuously strive to attain throughout their teaching career. It is recommended that staff members develop key objectives for themselves which will further improve their instructional program for students.

Section 2. Major Responsibilities. Teacher's major responsibilities are classified in the following headings:

1. Character Development
2. Classroom Management
3. Curriculum Development
4. Daily Preparation
5. Knowledge of Subject Matter
6. Public Relations
7. Student Evaluation
8. Student-Teacher Relationships
9. School-wide and System-wide Effectiveness
10. Techniques of Instruction (motivation)

Section 3. Character Development. The standard of performance for this responsibility is met when the social and moral behavior of the students is at a level characteristic of the age group involved with due regard for the effect of outside factors which might affect their behavior.

1. Key Objectives.
 - A. Sets an example of socially acceptable behavior which will serve as a pattern for the student to emulate.
 - B. Endeavors through discussion, commendation, reward, reprimand, discipline, and such other resources as may be at the teacher's command to develop socially acceptable student behavior and growth.
 - C. Monitors group situations involving moral stresses which test student integrity, and takes corrective action in these situations.
 - D. Inculcates respect for rights, opinions, property and contributions of others.

Section 4. Classroom Management. The responsibility is met when the physical facilities of the room and the routine clerical duties are so managed as to facilitate the learning process and promote maximum student development.

1. Key Objectives.
 - A. Implements the curriculum through activities and use of materials which supplement and enrich the basic curricular learning.
 - B. Teaches and tests within the scope of the prevailing course of study and adjusts the stated curriculum to the needs of the students.
 - C. Assists, as requested, in the development, revision, evaluation, or writing of the curriculum or course of study. This may include teaching new materials in order to try them, teaching experimental units in order to explore new approaches, proposing and trying original materials and methods.
 - D. Participates professionally in the ongoing curricular inservice program:
 - (1) Presenting or helping present programs
 - (2) Serving as an officer as needed
 - (3) Assisting with group activities as needed

Section 5. Daily Preparation. The standard of performance for this responsibility is met when the preparation is adequate to achieve the objective of the day's lesson.

1. Key Objectives.
 - A. Prepares lesson plans which will contribute to effective teaching.
 - B. Develops, plans, and provides learning situations for simultaneous group activities.
 - C. Devises and develops a variety of activities and resources to assure stimulation in the teaching process.
 - D. Enlists student participation in the planning process as required by the situation.
 - E. Fits lesson plan into established teaching unit within the course of study.
 - F. Procures and organizes in advance materials, equipment and supplies in readiness for use in class.
 - G. Plans activities to meet individual needs and differences for slow, average and gifted learners.
 - H. Makes appropriate arrangements in order to use effectively resource people, community organizations, field trips and excursions to stimulate the learning process.
 - I. Makes daily lesson plans, seating plans, and teaching materials available for substitutes.

Section 6. Knowledge of Subject Matter. The responsibility is met when the teacher gives evidence of necessary understanding and knowledge of subject matter to be taught and manifests an active interest in broadening and deepening this fund of knowledge.

1. Key Objectives.
 - A. Demonstrates an effective command of the pertinent knowledge and required skills of the subject being taught, and keeps informed on current developments in the subject and related areas.
 - B. Brings to class a variety of experiences, ideas and information, including knowledge gained through reading, travel and work experience pertinent to the subject matter area.

- C. Engages in professional study, attends lectures, participates in workshops and conventions, and reads current professional publications.

Section 7. Public Relations. The responsibility is met when mutual respect and understanding relating to school aims and achievements result from teacher contacts with students, parents and other members of the community.

1. Key Objectives.

- A. Maintains teacher-student relationships in such a manner as to foster good public relations.
- B. Maintains communications and other relationships with parents and others which reflect favorably on the school system and the teaching profession.
- C. Observes professional ethics in relationships with students, parents, colleagues and other members of the community.

Section 8. Student Evaluation. The standard of performance for this responsibility is met when the teacher measures the development of the students under his tutelage as often as required and reports in a timely manner to the parents on the student's achievement.

1. Key Objectives.

- A. Administers, scores, and records as needed special and standardized tests of student progress.
- B. Interprets the meaning of scores obtained from tests.
- C. Conducts effective parent-teacher conferences.
- D. Prepares meaningful written reports for parents, special teachers and administrators.
- E. Relates new test results to student potential as evidenced by past performance.
- F. Analyzes and reviews with student test results in light of student's goals and program.
- G. Uses specialists for student evaluation as required.

Section 9. Student-Teacher Relationship. The standard of performance for this responsibility is met when the teacher provides for student growth in a friendly atmosphere of mutual respect.

1. Key Objectives.

- A. Displays evidence of understanding the student's social, emotional, physical and intellectual growth and development.
- B. Manifests a vital interest in the activities, problems, and growth of each student.
- C. Shows respect for each student.
- D. Develops in each student a sense of personal growth and worth.
- E. Maintains discipline by being consistently friendly, fair and firm.
- F. Handles behavior problems without emotional upsets or emotional extremes.

Section 10. School-Wide and System-Wide Effectiveness. The standard of performance for this responsibility is met when the teacher actively and effectively participates in the assigned and unassigned duties or activities which aid in the day-to-day operation of the system.

1. Key Objectives.

- A. Cooperates and maintains constructive professional associations with coworkers.
- B. Performs all required school duties on time.
- C. Fulfills established administrative directives.
- D. Contributes constructively to committees, faculty meetings and other school system groups, either voluntarily or by assignment.
- E. Considers intelligently and/or appreciatively suggestions offered by superiors and coworkers.
- F. Accepts responsibility for the supervision of students as need arises, both in the school building and on the grounds.
- G. Notifies principal if leaving building during school hours.

- H. Cooperates in maintaining and improving the appearance of buildings and grounds.
- I. Participates in school activities, assemblies, recreational programs, displays, and similar features.
- J. Takes positive steps in developing and maintaining faculty and student morale.
- K. Provides dependable and effective leadership in activities involving the general welfare of the schools.
- L. Informs principal as to physical and educational conditions that need to be improved in the classroom and in the school.
- M. Supervises students meeting at special hours for special instruction or for school activities.

Section 11. Responsibilities and Duties of Teachers. The teacher shall be the responsible agent for the school's direct teaching of children both within and without the classroom, in accordance with the appropriate approved administrative policies.

Faculty members have staff assignments with fixed responsibilities and are responsible to their principal. It is imperative that all members of the staff work directly under the person assigned and screen all matters of referral through their administrative head.

It is the responsibility of the teacher to see that his/her certificate for the subject and grades taught is recorded in the office of the Superintendent. A transcript of college credits must be filed in the Superintendent's office.

Some of the major responsibilities of the teachers are:

All teachers shall familiarize themselves with the policies in effect from time to time, as announced by the administrative staff and be responsible for their strict observance.

They shall at all times cooperate fully with the Superintendent and principals in the effort to accomplish the most effective results in the management of the schools.

They shall cooperate with other members of the building staff in the program of school improvement, curriculum revision, changes in plans, and in carrying out the policies that have been discussed and approved by the administration.

They shall put into operation the course of study, the testing programs, and the directions of the principal in both the curricular and extracurricular programs.

They are expected to attend all general staff meetings, building, and special committee meetings. In general, teachers are expected to be present at parent-teacher functions. If attendance is impossible, the principal should be so informed.

All teachers shall maintain a good school-community relationship through fair, honest, and adequate interpretation of the work and policies of the school to the patrons of the community.

All teachers shall be expected to conduct themselves according to the code of ethics of the N.E.A.

Teachers are expected to keep their classroom attractive and orderly at all times.

All teachers shall maintain a professional and positive relationship with other members of the staff.

Teachers shall secure and arrange the materials needed to provide the proper environment, tools, and subject matter for effective teaching and learning.

Teachers shall transmit to the principal information concerning physical and educational conditions in the classroom.

All teachers, regardless of assignments, are on duty during the hours school is in session. Teachers will make the necessary arrangements with the principal if they feel it is necessary to leave the building during the school day.

Teachers are expected to show continual growth in training experiences and professional efficiency. Teachers' actions and conduct should be perceived as professional and positive by others.

Teachers having students meet at special hours for special instruction or for school activities are responsible for these students and their actions. Students are to be supervised at all times.

Teachers shall keep an accurate record of attendance and progress of each student and shall make such reports as directed.

Teachers shall exercise general control over the conduct of all students in the school room, on the playground, during intermission, and directly before and after school.