

PERSONNEL

SUBJECT: Duties and Responsibilities of Teachers

The function of teachers and the consequent duties and responsibilities of teachers have traditionally been broad in recognition of the totality of educational programs and services which extend beyond the classroom. Significant differences in specific application of duty and responsibility concepts are necessarily required at different schools.

Principals are responsible for assigning teacher's duties and responsibilities in such manner that all teachers within a school have proportionate, although not necessarily identical, duties and responsibilities.

Principals' assignments of teachers' duties and responsibilities shall include provisions for instruction, pupil supervision, and communication.

INSTRUCTION is defined as the total process of cooperative planning, lesson planning, direct instructional contact with pupils, instructional record keeping and reporting, and teacher availability to give individual pupil assistance outside of regular class hours but during the minimum daily work hours.

PUPIL SUPERVISION is defined as maintaining orderly conduct, enforcing related laws, rules and regulations pertaining to student conduct on the way to and from school and on the school campus before, during, and after school hours; assigned duty stations where pupils are at recess play on playgrounds, waiting for school buses, using restrooms, etc.; specific student group supervision assignments on field trips and while engaged in school organization activity programs, some of which may be off the school campus and beyond minimum daily work hours.

COMMUNICATION is defined as responding to parent notes and telephone calls; meeting with groups of parents to interpret the educational programs and to counsel about program planning; conferring with individual parents to review pupil progress; participating in building and district faculty meetings; and coordinative planning among groups of teachers in a single subject area, across subject field, and in vertical relation to sequences of pupil development.