

It shall be the responsibility of the teachers in the various schools to cooperate with the principal in performing the duties listed hereafter:

1. To provide wholesome learning situations in their classrooms compatible with the high standards of the teaching profession and evidenced by desirable classroom management and teaching technique.
2. To prepare adequate lesson plans and maintain neat roll books. Weekly lesson plans are to be turn into the building principal within the time frame designated by the principal.
3. To be familiar with provisions or personnel policies and laws pertaining to the responsibilities of teachers.
4. To arrive at work on time and not leave prior to dismissal time with out approval of principal. To submit promptly reports required by the board of trustees, and the superintendent and principals.
5. To aid in the control of students in and around the building.
6. To attend faculty meetings and special meetings when called by the Superintendent, the school Principal, or other administrative officers.
7. To requisition all supplies through the principal.
8. To perform such duties as yard, hall, extracurricular activities, etc. as the principal may assign.
9. To take proper care of the classroom and classroom equipment, to check light, heat, and other physical conditions in the room, and to report to the principal any conditions which cannot be handled by the teacher.
10. To advise the principal in case of illness or necessary absence at the earliest possible time and to complete any forms that may be required for absence from duty.
11. To extend courtesy, consideration, and cooperation in all relations with the principal, special teachers, supervisors, and health officials as the board of trustees may appoint. To extend courtesy, consideration and cooperation to Parents and Patrons of the District.
12. To refer to the principal any student whose conduct calls for disciplinary action that may involve corporal punishment.
13. To cooperate fully in the implementation of health and special pupil service as developed by the school district.

14. Preparation period shall be used for preparing materials for class presentation and may be used for meetings.
15. Faculty members may offer suggestions to custodians but route all special work orders, criticisms and etc. through the Principals.
16. Teachers should instruct students to put books, pencils, paper etc. away and keep desks and lockers in orderly arrangement to facilitate cleaning. It is the responsibility of the teacher to direct students to keep the surface of their desks clean. Papers should be picked up by students before leaving each day. This is a little thing but in terms of rapport within the education family, it is important.
17. Teachers are to guard keys in order to keep losses at a minimum, they are not to loan keys.
18. Doors unlocked are to be double checked to see that they are re-locked.
19. Teachers are to turn off lights in rooms and halls, close room windows, turn off fans and other appliances, keep desks, chairs, tables and other classroom furniture in orderly arrangement.
20. Students and sponsors of special activities remove decorations and stage properties and assist in restoring the building to normal after each activity.
21. To always insure that there is adequate and proper supervision of students while a teacher/sponsor is directly in charge of an activity. For example, it is improper for an adult supervisor to travel alone with a student of the opposite sex. Another example is that the teacher should never leave the classroom unattended, except in the case of an emergency.

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**ADOPTED:** January 12, 2000

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