

PERSONNEL**Rights, Responsibilities, and Duties**

All district certified employees, other than the Superintendent, shall assume the duties and responsibilities directly designated by the Superintendent or designee.

The professional tasks of teachers involve considerably more time than that devoted to actual class instruction at all levels of education, kindergarten through 12. Some of these duties are: study and research to keep abreast of new knowledge and techniques, evaluation of students' work, record keeping, lesson planning and preparation, student, parent and principal conferences, in-service training meetings, and pupil supervision outside the classroom.

Teachers are expected to be in their classrooms or at assigned duties prior to the beginning of their instructional day and after the close of their instructional day. This time is necessary for educational planning, preparation, and conferences with students, parents and faculty members. Teachers whose effectiveness is impaired by a lack of lesson planning and participation in sufficient necessary activities before and after school shall be dealt with individually.

All staff members are expected to maintain a standard of dress, personal appearance, general decorum, moral standards, and behavior that reflects their professional status in the community.

It shall be the responsibility of the building principal, with the guidance of the Superintendent, to establish necessary regulations to accomplish effectively the goals of the instructional program in the school.

Date of Adoption: _____
 Last Revision: _____
 Last Review: November 11, 2002

Legal Reference:
