

Policy Name: Licensed Personnel Job Description**Policy Code: 3.19G****Date Adopted: R/A 4/16/12****JOB DESCRIPTION**

Teachers are elected by the Board on the recommendation of the principal and the Superintendent. Each teacher shall be under the general direction of the Superintendent of Schools and immediately responsible to the principal for executing the policies of the Board of Directors as they pertain to the function of the school, to the classroom, and to the immediate contact with the pupils and parents.

The specific responsibilities shall be:

To provide and evaluate the learning experience of the pupils in both curricular and extra-curricular activities.

To provide guidance to the pupils which will promote their welfare and their proper educational development.

To seek professional aid of school principal and supervisory personnel.

To be responsible for child accounting.

To maintain proper relationships with parents.

To administer the classroom and its program.

To provide for the care and protection of school property.

To participate in the business and activities of the faculty.

To cooperate with and participate in the planning and evaluation of the school program.

To take part in the in-service educational program of the school.

To maintain cordial and workable relations with colleagues.

To perform other duties as assigned.