

## TEACHERS DUTIES AND RESPONSIBILITIES (REGULATION)

Instruction is the heart of all school operations. Administration, business management, building maintenance, coordinative service and all other services are appraised in terms of their contribution to instruction. Administration seeks to establish an educational environment that will stimulate persons to pioneer in new ways to satisfy the educational needs of students and society.

1. **Teaching Staff defined:**

The teaching staff shall consist of teachers, substitute teachers, temporary teachers, part-time teachers and homebound teachers.

- A. A regular teacher is one who teaches a subject, group of subjects, grade or grades.
- B. A substitute teacher is one who is called upon to fill temporary vacancies in teaching position, usually due to illness of the regular teacher.
- C. A temporary teacher is one who is temporarily filling the position of a regular teacher on leave of absence.
- D. A part-time teacher is one who is teaching a portion of a school day.
- E. A teacher of homebound is one who teaches an incapacitated child at his home.

2. **The Work Day:**

The school day for faculty is from 8:00 a.m. to 3:30 p.m. or until work is completed, as defined by the building principal.

3. **Attendance at Meetings:**

Teachers will attend all professional meetings authorized by the Superintendent or School Principals unless properly excused.

4. **Recording and Reporting Pupil Progress:**

Teachers will administer the marking system or other means of evaluating pupil progress prescribed for the schools and report to parents the progress of their children.

5. **Other General Duties:**

Teachers will be responsible for the care, discipline and instruction of their pupils during the prescribed school day or any additional time they are placed in a position of responsibility. They will enforce all rules governing the conduct of pupils as prescribed by the Principal or Superintendent. They will endeavor to maintain hygienic conditions and practices in their classroom and shall report to the Principal any serious accident or illness affecting pupils in their charge. They will exercise such control over children as would be exercised by a kind, firm but judicious parent. They will employ the greatest care in granting permission for children to leave school at the request of or in the company of any person not a school officer and then only with the approval of the principal. They will maintain an environment in their classroom conducive to a positive learning atmosphere. They will be reasonably responsible for the furnishings and equipment placed in their care.