

NUMBER:	SP 909
EFFECTIVE:	
REVISION:	
PAGES:	2

Statement of.....

Policy and Responsibility

SUBJECT: PROFESSIONAL PERSONNEL SECTION: TEACHER JOB DESCRIPTION

Well trained, capable, cooperative teachers are the foundation of the school. They work directly under the principal. Teachers should feel free to consult with the principal, director, supervisor, superintendent or other employees on professional or general matters. The teacher should go to the principal for interpretation of the district's policies or detailed work of the school. The specific responsibilities include:

- (a) being present at school at all times during the school day unless excused by the principal or superintendent or his designee;
- (b) providing proper supervision of students;
- (c) accepting special assignments given by the principal or superintendent between classes before and after school, and such other times when children are not in classes;
- (d) being responsible for the instruction of children assigned to him;
- (e) helping with discipline and training of all children in the school;
- (f) maintaining clean classrooms with hygienic conditions and practices, and reporting serious illness or accidents to the principal;
- (g) testing and evaluating the pupil's achievement and reporting progress to the parents in accordance with the district's procedure;
- (h) keeping records as required by the principal or superintendent;
- (i) attending meetings called by the principal or superintendent unless properly excused;
- (j) assisting with extra-curricular activities connected with the educational program of the district, as assigned by the superintendent or principal;
- (k) furnishing an appropriate teaching certificate, current transcript of credit, health examination report from a medical doctor, and a social security card and state and federal withholding forms, on or before the first day of school or at other designated times;
- (l) requiring students under his charge to take reasonably good care of all district property, books, supplies, and equipment assigned to him;
- (m) being neatly and appropriately attired in keeping with professional good taste when in the classroom and at all school functions.

Teachers shall be expected to perform such other duties as assigned by the superintendent or principal.

- (1) Teachers of the Handicapped Students -- The educational program in Murray recognizes the need for special services for students with various handicaps. Murray follows the regulations and procedures promulgated by the State Department of Education.

The teachers under the handicap student program are part of the regular educational program and work under the general direction of the Director of Special Education.

Most of the work of the teachers of the handicapped children is done in the school. The specific assignments will be made by the Director. When assigned to a school, the teacher of the handicapped children works under the direction of the principal of the school.

The procedure of assigning students to the handicapped program and the procedures of reporting to principals and parents and other procedures of the program will be developed by the director and principal.

(2) Teacher Hours -- A good teacher devotes as much time as necessary to help his students. The following is given as a minimum: Report no later than twenty minutes before school and leave the school no earlier than thirty minutes following the closing of school. Teachers may expect assignments other than during their regular hours.

Teachers will work according to the time stipulated in the yearly calendar.

(3) Releasing Teachers to Attend University Classes --

- a. Teachers new to the profession are facing many new experiences and problems each day. Consequently, unless required to do so for certification, teachers teaching their first year should not request release time for additional classwork.
- b. Since the first obligation of the teacher is his school assignment, classes or workshops should not be in conflict with his school assignment, including faculty meetings or other meetings called by the superintendent or principal.
- c. Teachers should not ask for released time for more than one class per year unless such classes come in sequence and are not offered in any other arrangement except the sequence each quarter.
- d. All classes must be "approved" for certification requirements before the teacher registers for the class.
- e. All requests must be approved by the superintendent or his designated representatives in advance.

(4) Professional Growth -- All professional employees must maintain valid state certificates. Evidence which will affect the status on the salary schedule must be filed in the central office on or before September 10. No changes in salary contracts will be made after that date, except upon approval of the superintendent.

(5) Annual Contract -- Annual contracts will be offered to employed teachers, principals, directors, supervisors and directors, to be signed by the president of the Board, the clerk, and the employee. The contract covers the year as indicated in the school calendar adopted each year by the Board.

(6) Extra Pay for Professional Work -- Employees should not receive additional money from non-district sources if the professional services rendered are on district time. Exceptions must be approved by the Board.

(7) Summer School and curriculum professional employees should be paid at the rate of 1/183 of their base contract salary for an eight hour day.