

OVERALL TEACHER RESPONSIBILITIES

1. Maintain satisfactory attendance.
2. Be on time to school and to each class.
3. Prepare well-planned, and appropriate, lessons which adhere to the standards and to the curriculum.
4. Practice effective classroom management strategies which are conducive to the well being of the class and the individual student.
5. Establish individual and class expectations.
6. State teaching objectives clearly.
7. Provide textbooks for each student.
8. Make regular parent contacts.
9. Maintain accurate and complete records as required.
10. Submit appropriate reports and records in a timely manner.

Additional goals and responsibilities include:

1. Strive for excellence for ALL students, including English Language Learners, Special Education, and Gifted.
2. Improve student achievement in ALL academic areas, with an emphasis on developing higher level thinking skills, and development of oral and written language skills.
3. Promote multicultural activities throughout the curriculum.
4. Encourage parent participation at the school level.
5. Supervise students to insure the general welfare of the school and the students.
6. Participate in, and supervise, student activities within or outside the classroom, as directed by the Principal.
7. Improve staff morale by regularly demonstrating appreciation for ALL certificated and classified employees.
8. Carry out a continuing program of safety, being alert to hazardous conditions of materials, equipment, and physical properties of the school. Report safety concerns to the Safety Committee and/or Plant Manager.
9. Maintain professional standards of citizenship, ethics, and personal appearance and grooming.