

EMPLOYMENT EMPLOYEE STANDARDS AND CONDUCT TEACHERS DUTIES AND RESPONSIBILITIES

DDC

1. PRIMARY RESPONSIBILITY

A teacher's primary responsibility is to care for the educational interests of students and to cooperate with the Principal in the maintenance of order as well as the day-to-day operation of their particular building and classroom.

2. CLASSROOM PRESENCE BY TEACHERS

All teachers shall be present in the classroom at any time when students are present in the classroom. A justification exists for leaving students unattended in a classroom only in cases of emergency such as injury to a student requiring immediate attention, threat to health or safety of a student of personal emergency of the teacher. Every effort must be made by the teacher to have another adult in the classroom in case they must leave. The School Principal must expressly approve any other absences from the classroom.

3. PERFORMANCE OF ASSIGNED DUTIES

All licensed employees will perform duties as assigned by the Principal or Superintendent including, but not limited to lunch duty, supervision of extra-curricular activities, recording student attendance, recording student grades, and monitoring student use of supplies and materials.

4. UTAH CORE IS BASIS FOR INSTRUCTION

Each licensed employee will use the Utah CORE as the basis for instruction. This is not to imply that individual schools or classrooms cannot incorporate other instructional goals in the curriculum, but rather that the CORE will be the minimum curriculum used in the classroom.

5. DAILY LESSON PLANS

Instruction requires planning and goal setting by teachers. It is expected that all teachers will prepare daily lesson plans.

6. DISCLOSURE DOCUMENT

A disclosure document outlining the curriculum and learning activities for the entire school year shall be given to parents/guardians each year at the beginning of school. The document shall also include the grading procedures to be used and the teacher's policy on acceptance and grading of late work.

7. DAILY SCHEDULE

Each teacher is expected to keep a copy of their daily schedule posted in the classroom so that a substitute will be able to follow their routine. Teachers are also expected to provide detailed daily lesson plans for substitutes.

8. PREPARATION PERIOD

High school teachers are allowed one preparation period per day. Whenever possible, their preparation period shall not be used to substitute. The Board recognizes that may not always be possible and expects the Principal to make every effort to locate a qualified substitute before asking a teacher to substitute during their preparation period.

9. DRESS EXPECTATIONS

Teachers are expected to dress in good taste and to be well groomed. Teachers should always dress in a manner that professionally sets them apart from students.

10. TEACHER SUPERVISION

Teachers work directly under the supervision of the Principal. They should receive instruction from them and go to them for guidance on matters of policy and work in the building. In general, all requests from teachers to the district administration should be sent through the Principal to the Superintendent.

11. CODE OF ETHICS

Teachers are expected to operate under the Utah Code of ethics for Professional Educators.
