

TEACHER - RESPONSIBILITIES AND DUTIES

The teacher's primary responsibility is to organize and present a program of instruction which will lead a student toward learning. The student-teacher relationship is fundamental in the learning process and the teacher shall be concerned for the total learning environment and responsible for classroom instruction.

Responsibilities and Duties

1. Make every possible effort to provide for the students' special physical and mental needs.
2. Be responsible for the evaluation of student achievement.
3. Supervise students' conduct on campus and at school-sponsored activities in cooperation with other appropriate staff members.
4. Insure that the quality of the professional services rendered to students is of the highest quality.
5. Establish and maintain classroom management practices and procedures which are conducive to learning.
6. Insure that the District-approved course competencies are an integral part of each course of instruction and that students are evaluated on these competencies.
7. Evaluate and, when appropriate, make recommendations regarding the curriculum.
8. Develop and employ performance objectives in the teaching process.
9. Follow the Code of Ethics as adopted by the Board of Trustees.
10. Comply with all provisions of the California Education Code; California Administrative Code, Title 5; other governmental codes; and policies, rules, regulations, and procedures of the Board of Trustees.
11. Evaluate and, when appropriate, make recommendations regarding school services.
12. Be involved in the selection and evaluation of the department leader.
13. Assist, when appropriate, the Principal in the selection of new department members.
14. Participate in the evaluation of staff as designated by the evaluation procedure.
15. Participate in the development of department procedures and programs, and advise the department leaders in matters of assignment and development of the department budget.

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16. Keep accurate and complete records.

17. Perform other duties as may be delegated by an administrator.