

G-b-2 QUALIFICATIONS AND DUTIES

In addition to any other requirements, the major duties and responsibilities of teachers include, but are not limited to, the following:

- Teachers shall be responsible for the care, discipline, organization and efficient instruction of pupils in their charge.
- Teachers shall exhibit a professional attitude toward teaching and education.
- Teacher Dress Code: Teachers shall exercise care in their personal appearance so that the teaching profession is not demeaned by either lack of personal grooming or inappropriate dress. While the responsibility for personal appearance must remain essentially a personal matter, the School District seeks to cooperate with teachers in establishing and maintaining appropriate standards of personal appearance. Teacher attire and appearance shall not cause disruption to the classroom environment or to the maintenance of a safe and orderly school. The School District shall take appropriate action when personal appearance adversely impacts School District programs, activities or personnel. *(Reference: Policy G-a-27 (GBEBA) Staff Dress Code)*
- Teachers shall conduct themselves at all times to bring credit to the schools and to the teaching profession.
- Teachers shall encourage respect for private and public property.
- Teachers shall plan their teaching day with care. It is the expectation of the School District that their teaching will reflect effective lesson planning.
- Teachers shall maintain a complete class record of each student's achievement and attendance and such other records as the School District may require.
- Teachers shall complete promptly all required reports.
- As part of their professional responsibilities, teachers will from time to time be required to participate in duties outside of normal school day hours. Teachers shall participate in such committee or similar work as is necessary to properly serve students. Evening commitment requirements shall not be excessive in number, and such requirements for attendance will be provided with at least six weeks advance notification from the school or district administration to the employee.

- Teachers shall follow the course of study and utilize instructional materials and equipment approved by the Board of Education. Interpretation of such course of study and exceptions to it may be granted, when appropriate, by the building Principal, subject to the authority of the Board of Education.
- Teachers are directly responsible to the building Principal or designee. The building Principal or designee shall formulate specific guidelines to carry out the intent of these policies and procedures.
- Teachers shall not grant permission for any student to leave school for any reason or at the request of or in the company of any person. Such permission shall be granted only by the building Principal or designee.
- Teachers shall recognize and teach the importance of safety. Teachers shall further help in close supervision of corridors, rooms and grounds as directed by the building Principal or designee.
- Teachers shall not leave students assigned to their care unattended except in times of emergency.
- Teachers shall control all records in accordance with state law and School District policy and procedure.

The specific matters set out in this subsection shall not be deemed to be limiting or exclusive.

Revised: January 27, 2016