

**TEACHERS
DUTIES AND RESPONSIBILITIES
(REGULATION)**

In accordance with the policy of the board of education, the following regulation shall govern the duties and responsibilities of teachers employed by Southwest Technology Center.

1. Teachers shall report to work on August 1 each year. The last day of duty will be May 31, or until the teacher's contract ends.
2. Teachers shall be present in their assigned work places at least twenty (20) minutes before the beginning of class each morning and a reasonable time before the opening of class in the afternoon. Teachers shall remain at their work places until 4:00 p.m.
3. Teachers shall attend promptly all meetings called by the superintendent or supervising administrator.
4. Teachers shall devote themselves during school hours to the duties of their respective assignments and will give careful attention to instruction, discipline, manner, and habits of their students.
5. Teachers shall be responsible for discipline of their respective classrooms. Students shall not be excluded from classes without good cause. The aid and counsel of the supervising administrator shall be sought on questions of discipline and special misconduct cases shall be referred to the supervising administrator.
6. Teachers shall be responsible and accountable for supplies, equipment, apparatus, and other school property within their area of instruction or supervision.
7. Teachers shall report student misconduct and maintain written records of student misconduct for at least three years.
8. Teachers shall report to the supervising administrator any student whose progress or advancement warrants reclassification, and any student who, for any cause, fails to properly complete assigned classroom work. Teachers shall assign, grade, and return to the student any required make-up work for excused absences.
9. Teachers shall not be absent from their classrooms without prior notice to their supervising administrator.
10. Teachers who find that they will be late or absent because of unforeseen emergencies should notify the supervising administrator as soon as possible so that a substitute teacher may be obtained.
11. Teachers shall perform other duties as assigned by the supervising administrator.

At the end of the school year, each teacher **must** have the following completed and ready to hand in before checking out:

1. A complete program inventory of classroom and lab, including textbooks
2. Student grade reports completed, posted, and properly recorded

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3. Lesson plan books, and grade books as appropriate, completed and turned in to the campus director for filing
4. Completed, prioritized purchase order requests for the ensuing school year, including accurate order information and comparative pricing, turned in to the campus director
5. Equipment, textbooks, and materials properly stored with classroom and laboratory left in orderly manner
6. Activity account sponsors must have fiscal year close out reports on activity account filed; applications for the re-establishment of the account for the next fiscal year completed and filed; and all invoices are paid and business completed for the fiscal year. This is done cooperatively with the campus director and the activity funds custodian.

Adopted: January 1994 as policy P-110
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