

Staff Responsibilities

It is the policy of the Board to describe a set of general responsibilities, with the advice of the superintendent and staff. The statement shall be made known to licensed employees that they shall be expected to become familiar with and to follow them in practice.

Licensed

Each teacher shall be under the general direction of the superintendent and immediately responsible to the principal for carrying out the policies of the district. The teacher's specific responsibilities shall be as follows:

1. Teachers shall work under the immediate supervision of the building principal or other designated supervisor or director. They should consult with their immediate supervisor before initiating new programs. They should express their views on school policies to their supervisor and assist in the formulation of building and district policies, rules and regulations. They are encouraged to make suggestions and share responsibility for the improvement of the school program. They should strive to work in close cooperation with all staff;
2. Teachers may expect the principals to guide and assist them with problems pertaining to their work with the students. Teachers may expect the principals to help them with their disciplinary problems, to guide and sustain them as they work together for the good of the students. Either the teacher or the principal may seek the advice and counsel of the superintendent on specific problems or upon interpretation of policy;
3. Views on school policies or problems should be expressed to the principal and to the staff at general meetings. This opportunity for open expression and sharing of responsibility for the successful operation of the school is encouraged and should be protected by tolerance and good will. The views of all should be respected and held in confidence. The loyalty of the teacher to the group and to the organization is necessary to the success of the school;
4. Regular building hours shall be 8 hours per day, including the state required 1/2 hour release lunch period on all teacher contract days. Building principals may adjust working hours for their entire building with the approval of the superintendent so long as an eight hour work day is maintained. Any individual teacher wishing to adjust these hours must receive prior approval from the building principal;
5. Throughout the school year, assignments for hall duty, lunch duty, bus duty, grounds duty, etc., will be given to teachers as needed. Duties within the regular school day but outside regular classroom work are the responsibility of all members of the staff. They will be undertaken in a manner so that no one person will have an undue share of extra work:

- a. Extra hours considered a contractual part of the teaching position: this includes hours for such activities and responsibilities as Open House, reports at Board meetings, curriculum committee meetings, staff meetings and consultations with parents and students. As there is no additional pay for such duties, efforts will be made to provide the staff with early release from school prior to vacations and on such days as these events Occur.

Classified

School district jobs are those of service to the district. Personal behavior, efficiency and responsibility are consistently evaluated. Loyalty to the schools and the utmost discretion in the use of information are essential aspects of the employee's maturity and competence.

1. All employees shall be expected to be familiar with, and adhere to, the rules and regulations of the district.
2. Employees will learn many things about school business or records which shall be regarded as confidential. Except for information which has been designated for public distribution, employees shall refer all inquiries concerning confidential information to the superintendent or the supervisor to whom the employee is responsible.
3. Employees shall feel free and at ease in approaching supervisors to share concern and recommendations. Supervisors shall practice an "open door" policy to encourage such a relationship.
4. Courtesy, consideration and cooperation with all other members of the staff are traits to be expected of school personnel at all times. These characteristics go a long way toward making good working conditions for all district employees.

END OF POLICY

Legal Reference(s):

[ORS 244.010 et seq](#)

[ORS 332.016](#)

[ORS 659.340](#)

[OAR 584-020-0040](#)