

Dayton School District 8

Code: **GCKC**
Adopted: 01/01
Readopted: 8/11/15
Orig. Code(s): GCKC

Staff General Responsibilities

It is the policy of the Board to describe a set of general responsibilities, with the advice of the superintendent and staff. These responsibilities shall be made known to certificated employees and they shall be expected to become familiar with and to follow them in practice and otherwise as provided in collective bargaining agreements.

Board Rules

1. Each teacher shall be under the general direction of the superintendent and immediately responsible to the principal of the building to which assigned for carrying out the policies and procedures of the district.
2. Teachers shall be present in the school assigned and remain there during the school day as provided in the collective bargaining agreement.
3. The teacher shall carry out those regular assignments needed for the orderly management of the school and to control student behavior as directed by the principals.
4. The employee shall take part in the professional growth programs of the district and shall attend staff meetings when called as provided in the agreement.
5. Employees who find they are unable to be present because of illness or other approved reason shall notify the principal or designee as directed by the administration as provided in the agreement.
6. Employees of the district shall not administer to or provide students with drugs, except as described in the Oregon statutes.
7. Teachers shall not permit commercial advertising, the solicitation or collection of funds in the school unless otherwise directed by the administration.
8. The teachers shall be familiar with and follow the provisions of the anti-discrimination laws and shall exhibit this in their classroom activities.
9. Any employee who is threatened with harm is to notify the building principal or supervisor immediately where steps may be taken to protect the employee's safety.
10. The Board authorizes the superintendent to close schools in the event of hazardous weather or other emergencies which present threats to the safety of students, school staff, or school property. This may apply to all schools or to an individual school. When schools are closed, the superintendent shall determine and announce to staff their assignments during the period of closure.

11. Required meetings:
 - a. All teachers are expected to attend staff meetings called by the superintendent or the principal of the building to which the teacher is assigned.
 - b. Inservice training meetings will be held by supervisors, consultants and directors at intervals during the year. Teachers will be expected to attend such meetings as apply to their teaching fields when requested to do so by the building principal.
12. Teacher illness reporting: Teachers who must be absent from duty shall notify the sub-finder system not later than 6:30 a.m. of the day of the expected absence.
13. Outside employment: No teacher may hold other employment or conduct a private business during the months school is in session which conflicts with the regular teaching duties or which reflects to the discredit of the school system.
14. Field trip approvals: No field trips or excursions shall be planned or taken until approved by the building principal.
15. Duties prescribed by laws and regulations:
 - a. Teachers will be expected to exercise those duties prescribed by the laws of the state of Oregon the Rules and Regulations of the State Board of Education, and the Dayton School Board.
 - b. All teachers shall comply with all provisions of the Oregon School Code and the Rules and Regulations of the State Board of Education.
16. Cooperation among staff members:
 - a. Teachers shall cooperate with the administrative staff and their fellow teachers in order that the school operation may be conducive to effective teaching/learning and that a safe, pleasant and healthful environment for students and other employees may be assured.
 - b. All teachers shall discharge those duties which, within reason and the law, they may be called upon by the administration or the nature of the teaching process to perform.
17. Teachers shall keep such records in respect to attendance, student achievement and other matters as are prescribed by the superintendent and the building principal and shall file them as directed.
18. Reports to parents regarding student progress; attendance, punctuality; and conduct shall be made in accordance with the policies approved by the superintendent and the building principal.
19. Teachers should be familiar with and observe the Standards for Competent and Ethical Performance of Oregon Educators as described in OAR Chapter 584, Division 20.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-021-0045](#)

Job York v. Portland Sch. Dist., No. FDA 83-7 (August 1983).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.