

Dufur School District 29

Code: GCNA
Adopted: 9/03/96
Readopted: 12/02/13
Orig. Code(s): GCAB

Licensed Staff Responsibilities

It shall be the responsibility of licensed staff to keep informed concerning district policies and administrative regulations as set forth by the Board, the superintendent or principal. Licensed staff are expected to follow policies. Licensed staff are expected to consult with the principal before initiating new plans or procedures and when not sure of established policies.

Each licensed staff member has the responsibility of providing the superintendent with current license, contracts (both properly registered with the ESD office), information concerning dependents, insurance deductions, address and telephone numbers and official transcripts of academic work completed.

Licensed staff shall keep such records of attendance, student achievement and other matters as prescribed by the administrative staff. Licensed staff shall evaluate student progress consistent with established policies and report to parents as directed by the principal. Lesson plans shall be required and shall be kept up to date. Required reports of lesson planning, student achievement and related matters shall be made promptly when requested or scheduled.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 342.120 - 203](#)