

**North Wasco County
School District 21**

Code: **GCAB**
Adopted: 12/19/96
Readopted: 3/31/04
Orig. Code(s): Chenowith GCAB

Duties and Responsibilities of Teachers

Duties and responsibilities of district teachers shall include but may not be limited to the following:

Instruction

Teachers shall be responsible for the instruction of students. Instructions must be varied to provide learning experiences related to the interest and ability of different students.

Lesson Plans

Planning is the foundation of good teaching and teaching without lesson plans is not acceptable in our profession. Lesson plan books should be prepared by teachers for every grade level or course offered with a tentative outline for each month or designated term. It is expected that teachers will keep alternative lesson plans prepared at least five days in advance. These should be at the teacher's desk for substitute teacher's use. The teacher who expects "phone-in" instructions to substitutes instead of preparing lesson plans in advance does not meet his/her responsibility to the students or the district.

Daily Schedules

Each teacher's daily schedule should appear in the plan book and should also be on file in the principal's office. Substitute teachers must have this information available to do an adequate job.

Seating Charts

Seating charts for each class need to be prepared by the teacher and included in the plan book.

Teachers' Presence in Classrooms

Teachers are required to be in their classroom when students are there, and only in emergency situations should it be accepted by the building principal as legitimate reason for such absence. All district teachers are encouraged to be in their classrooms one-half hour before school convenes in the morning and until all students have departed from the room at the end of the day.

Teacher Duty Periods

Teachers shall remain in the building or on the grounds to which they are assigned during teacher duty periods unless they have prior arrangements with the building principal or his/her designated representative.

Extra Responsibilities

Every teacher is expected to carry some extra responsibilities including, but not limited to, attendance at faculty meetings, serving on committees, participating in in-service training activities, extra-duty assignments, student and parent consultation and other activities related to instruction.

Time Outside of Building

Teachers shall spend time outside of building hours to the extent necessary for adequate preparation for instruction.

END OF POLICY

Legal Reference(s):

[ORS Chapter 342](#)

[OAR 584-020-0000](#) to -0035