

Teacher Duties

The teacher in the Pleasant Hill School District serves the primary function of developing the educational potential to the optimum of each student in his/her care, and all action is predicated on this basic objective.

Duties

1. Teachers are responsible for the guidance, discipline and instruction of students in their school. They shall enforce all rules governing the conduct of the students as such rules may be prescribed by the principal, superintendent or Board. They shall maintain hygienic conditions and practices in the classroom insofar as existing facilities permit. They shall report promptly to the principal all accidents or serious illnesses affecting students in their charge.
2. Teachers are required by state law and district policy to carry out health screening of all students each year. Details of the health screening program are found under Health Services. The teacher may allow the health nurse to complete this.
3. Teachers shall administer any marking system or other means of evaluating students' achievement that may be developed for the school and report to parents the progress of their student(s) as directed by the principal.
4. Teachers shall not permit students to leave the school grounds without the approval of the principal.
5. Teachers are to participate in the education in-service program of the district and the school.
6. Teachers are to cooperate with areas of school services that may need their assistance. (Transportation, custodial, maintenance).
7. Teachers are expected to participate actively in committees that deal with any planning, research, curriculum and public relations, and are encouraged to participate in other professional activities undertaken in their school or in the Pleasant Hill School District. Attendance at building, districtwide staff meetings and PTO meetings is urged of all licensed personnel.
8. Teachers are expected to exercise proper supervision and care over all furniture, books, supplies and equipment provided for their use, to instruct students in the care and proper use and preservation of the school's properties and to report to the principal any abuses.
9. Teachers shall notify their principal as soon as possible of expected absences in order that arrangements may be made for a substitute.

10. Each teacher is responsible for securing a teaching license as prescribed by law. This document is to be forwarded to the office of the superintendent at the earliest possible date each year. The teacher's contract is void if these conditions are not met.
11. State standards require transcripts of each teacher's formal training to be on file in the superintendent's office. Each teacher shall forward evidence of additional work completed. These transcripts are used to help determine individual status of training for salary schedule purposes. No teacher will be put on schedule until his/her record of transcript is brought up-to-date and on file in the administration office.
12. All teachers and others are expected to abide by both the letter and the spirit of ORS 339.880. "No person shall solicit, receive or permit to be solicited or received from pupils enrolled in public schools, on any public school premises any subscription, donation of money or other thing of value for presentation of testimonials to school officials or for any other purpose except such as are authorized by the district school board." Exceptions authorized by the Board are: (1) gifts to the school; (2) floral pieces for funerals; (3) gifts for illness.
13. Teachers shall assume assigned responsibilities.
14. Teachers shall assume such other duties as may be prescribed by law, the Board, superintendent or designee.

END OF POLICY

Legal Reference(s):

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| ORS 167.054 | ORS 163.687 |
| ORS 167.057 | ORS 163.700 |
| ORS 163.432 | ORS 326.011 |
| ORS 163.433 | ORS 326.051 |
| ORS 163.684 | ORS 332.072 |
| ORS 163.686 | ORS 332.107 |

U.S. CONST. amend. XVIII, § 1466A

U.S. CONST. amend. XVIII, § 1470

U.S. CONST. amend. XX, § 7906

U.S. CONST. amend. XX, § 6777

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