

## **Job Description - Responsibilities**

All licensed staff shall meet the requirements of the job description. Teachers shall be familiar with all portions of the policy handbook as well as those sections in the administrative regulations that pertain to their services and welfare.

Effective educational programs depend on constructive working relationships among staff members. Teachers shall encourage and support staff teamwork in the daily operation of the schools.

### General Responsibilities

Teachers shall be responsible for their classrooms and for what occurs therein at all hours that class is in session.

Teachers shall be in charge of their classrooms and shall, subject to the approval of the principal, set up and enforce reasonable rules for proper management of students.

Teachers shall not permit any student to leave school without the approval of the principal or a representative.

Teachers shall notify their principal (or the school secretary in the event their principal is not available) of expected absences in order that arrangements may be made for substitution.

The normal working day for full-time teachers shall be eight hours including a thirty-minute duty-free lunch.

Teachers shall be knowledgeable of the performance evaluation procedures.