

## **General Responsibilities**

The following list of general duties and functions of licensed staff is not intended to be exhaustive of all possibilities but rather to outline some of the most important aspects of the job. A licensed staff member in the district has a responsibility to:

1. Exercise a general supervision over all students during school hours, break and noon periods, on the school grounds and at all school activities;
2. Direct and evaluate the learning experiences of the students in both curricular and extracurricular activities;
3. Plan and organize work in such a manner as to best meet the needs of each individual student;
4. Provide such guidance to each student that will promote his/her welfare and his/her proper educational development;
5. See that the student and the school get the maximum returns on all time, equipment, materials, supplies and utilities used under his/her direction;
6. Participate in the planning and evaluation of school programs;
7. Maintain cooperative relationships with parents and community;
8. Provide positive leadership for students in development of good citizenship;
9. Maintain good working relationships with all colleagues;
10. Participate in the business and activities of the staff;
11. Maintain the necessary current records and reports;
12. Adhere to standards of competent and ethical professional performance for Oregon educators;
13. Perform such other duties as are assigned by the administration and the Board.

### **Liability**

Teacher negligence should always be avoided. Teachers must be aware of the dangers involved where they are concerned with student responsibility. The teacher is expected to be responsible for each student's welfare and to know where the student is at all times.

All teachers shall have concurrent responsibility for the conduct of students going to and coming from school, in the building and on the premises and shall exert their influence to prevent rude or boisterous behavior, vulgar or profane language, any improper activities or disrespect for persons or property.

A staff member must be present with, and be responsible for, any students in the building after hours. Teachers assigned as sponsors or advisors for student groups and any teacher supervising an after school activity shall make certain that district facilities are properly protected and utilized and that buildings are secure upon the departure of the last individual.

No teacher shall grant permission for a student to leave school at the request of, or in the company of, any person not a school official, except with the permission of the building principal or his/her representative.

Teachers shall not send students on errands which relate to the personal affairs of the teacher. Students shall not leave the school premises during class time without the proper office clearance.

Field trips or excursions which extend beyond school limits shall not be planned with students nor taken until approved by the building principal and/or superintendent.

Teachers shall not furnish any list of names or addresses of students or of teachers or other school personnel to anyone other than district administrators.

Teachers shall permit no advertisement to be read or distributed to students or on any district premises and shall not permit solicitation of students by agents or salesmen at any time that students are under the control of the school except as approved by the building principal.