



"To Build Knowledge and Skills for Success Today and Tomorrow"

File: GCAA\*

## TEACHERS RESPONSIBILITIES AND DUTIES

Teachers will be directly responsible to the principals. During school hours teachers shall devote their time exclusively to school duties.

Teachers will be responsible:

- A. To be informed concerning the educational philosophy, goals, and policies of the school system.
- B. To teach the District-approved curriculum.
- C. To maintain discipline and a positive learning environment in the classroom.
- D. To plan and prepare written lesson plans with identified objectives.
- E. To arrange for individual, small group, or large group instruction to meet the needs of students.
- F. To provide opportunities for developing student initiative.
- G. To maintain home-school communication.
- H. To accept responsibility for staff duties within the building.
- I. To prepare and submit reports as requested by the principal, department head, and central office.
- J. To participate in District inservice meetings for staff development.
- K. To participate in initiating, implementing, and coordinating approved curriculum within the building and District.
- L. To maintain District policies and regulations.
- M. To grow professionally through professional readings, workshops, courses, and conferences.
- N. To serve on committees during the regular school year.
- O. To attend all special and general meetings called by the administration.

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