

## **STAFF RIGHTS AND RESPONSIBILITIES**

The board recognizes that each employee has the same civil and constitutional rights as any other citizen. Such rights shall be respected at all times but shall be restricted if their exercise materially interferes with the educational process. No other rights and responsibilities shall be accorded staff members unless specifically incorporated in the contracts of employment entered into between the Board and the employee.

### Performance of Duties

The board considers the following standards as minimum in the performance of a teacher's duties:

- a. Advancing educational growth in his/her students;
- b. Developing good character and desirable attitudes among students;
- c. Protecting the students' health and safety;
- d. Protecting and caring for textbooks, equipment, supplies, and other school property;
- e. Maintaining discipline and good order in classes and elsewhere throughout the School System;
- f. Helping students to think, create, contribute, accept responsibility, cooperate, and protect their health and safety;
- g. Building good citizenship and advancing student achievement, attitude, and effort.

### General Duties

Each teacher shall discharge his/her duties in accordance with the board policies and the rules and instructions of the Superintendent and principal. He/she shall perform all other educationally related functions which the law, the Board, or his/her administrative superiors may require.

### Extracurricular Duties

Faculty leadership of student activities is a regular part of teaching duties and responsibilities. Such supervisory and leadership responsibilities will be, insofar as possible, consistent with the teacher's abilities and interests (see policy GBRE).

Discipline

Teachers will hold every student accountable for disorderly conduct in the school, on the way to or from school, on the playgrounds of the school, or during recess. All teachers will hold all students accountable for their behavior at all times when the school is responsible for them. Teachers shall seek to minimize interruptions by unruly students.

Register

Each teacher is required to keep a school register in the manner provided, and his/her final salary installment may be contingent upon compliance.

Policy Familiarity

Employees will be familiar with the policies of the School System.

Contractual Obligations

- a. The contractual and professional obligations of a certified teacher shall include planning, teaching, grading papers, keeping pupil records, counseling, and disciplining students, as well as after-school meetings, parent-teacher conferences, occasional evening supervision, and other assignments necessary for the proper organization and maintenance of the curricular program.
- b. Teachers whose classes do not extend through the entire school day shall be subject to assignments for supervisory duties during regular school hours.

Instructional Duties

Teachers will assume responsibility for understanding the scope and aims of the curricular program and shall make the best possible use of teaching materials. Attending meetings and staff work are expected.

State Course of Study

Teachers will make use of the Alabama State Course of Study and curriculum guides as may be provided by the School System.

Textbooks

The textbooks prescribed by the school system will be used. The teacher shall select other materials for instructional purposes. However, such materials should be selected with care and upon consultation with the librarian/media specialist, principal or supervisors.