

**RIGHTS, RESPONSIBILITIES AND DUTIES**

**Responsibilities and Duties**

1. All policies, rules and regulations concerning school personnel shall be in writing and made available to all personnel.
2. The Governing Board shall adopt policies in cooperation with the administration and the teachers to encourage and provide opportunities and means for professional growth.
3. It shall be the responsibility of each building administrator to develop and maintain a handbook outlining specific responsibilities and duties of certificated personnel of that campus.

**Basic Function - Teachers**

Each teacher shall be responsible for the teaching and supervision of the children in his/her room and responsibilities as assigned by the principal. He/she shall carry out the requirements of the prescribed course of study and policies as established by the Board. Teachers shall be responsible to the principal of the school in which they work and/or such personnel as designated by the principal. Certificated employees, as part of their professional responsibility, shall be available to provide information to parents/guardians, students and community members.

**Activities - Teachers**

1. General

Teacher activities include phases of work essential to carrying on the well-rounded educational program such as directing classes, counseling students individually, handling cocurricular activities, performing such clerical work as is necessary, keeping student records and other reasonable tasks assigned by the appropriate administrative authority.

2. Cocurricular (Secondary)

All teachers are expected to assist in the cocurricular program of the school by acting as club or class advisory, and/or by supervising at school functions. In the spring, teachers will indicate their areas of preference for the following year. New teachers will be contacted during the preschool meeting.