

**GENERAL PERSONNEL**

**Teacher Responsibilities**

Teachers shall be responsible for:

1. Effective classroom teaching.
2. Developing and implementing a written curriculum.
3. Keeping records and making reports as directed by the Superintendent/School Administrator.
4. Evaluating and reporting on pupil progress.
5. Maintaining care, discipline and instruction of pupils in their charge in accordance with State laws and regulations of the Board of Education.
6. Registering teaching certificates and furnishing proof of certification of health, education and experience.
7. Completion of personal development targets as agreed upon by the teacher and the Superintendent/School Administrator.
8. Serving on district committees.
9. Maintaining regular communication with parents.
10. Developing lesson plans.
11. Other responsibilities included in the teacher evaluation instrument.

First Reading

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