

Job Goal: To enable the school to provide quality education for all children in the schools.

GENERAL RESPONSIBILITIES:

1. Professional Skills

The teacher is expected to establish procedures of management to allow a maximum of learning and a minimum of disciplinary action by:

- a. Planning and organizing effectively
- b. Demonstrating competency in his/her area
- c. Creating and maintaining an atmosphere conducive to learning
- d. Providing opportunities for pupil participation in educational activities
- e. Making provisions for individual differences
- f. Encouraging a flexible, individual approach to problem solving
- g. Using appropriate language for students to model
- h. Using varied and appropriate instructional techniques to accomplish predetermined instructional objectives

2. Professional Relationships

The teacher is expected to establish and maintain a professional relationship with students by:

- a. Encouraging respect for the rights, opinions, property, and contributions of others
- b. Being sensitive to factors which affect pupil achievement and behavior
- c. Being available for extra help
- d. Using methods of management that result in desired changes in behavior
- e. Communicating and maintaining a working relationship with parents
- f. Maintaining confidentiality with respect to students and their records
- g. Refraining from personal criticism of staff to students
- h. Avoiding use of position for commercial gain

The teacher is expected to establish and maintain a professional relationship with fellow staff members by:

- a. Cooperating with other staff members
- b. Consulting with coworkers in evaluating and meeting student needs
- c. Leaving clear and complete instructions for substitutes
- d. Following the curriculum and policies approved by the School Committee
- e. Cooperating in evaluation of present curriculum
- f. Recommending possible revision of curriculum

3. Professional Development

The teacher is expected to demonstrate professional development by:

- a. Participating actively in professional meetings and workshops
- b. Keeping abreast of professional developments in his/her particular area and in education as a whole
- c. Exploring new teaching techniques as alternatives to better accomplish predetermined instructional objectives.

The teacher is expected to follow the code of ethics as outlined by his/her respective professional group.

Adopted: 05/22/06 by J. Boegel, M. Chioffi, & J. Stevens