

## I. General Duties

The teacher is an educational leader who guides the interests and activities of the students, doing his/her best to see that the needs of all the students are met. The teacher's work should facilitate the optimal development of each child. The teacher shall be in attendance at the school at least fifteen (15) minutes prior to the opening of school each day and for a minimum of one hundred eighty (180) days. Of these 180 days, five (5) shall be used for teacher workshops or inservice activities, including "teacher planning days". Prior to each teacher planning day that is included in the School Calendar, the teacher shall make a general plan for how the planning time is to be used and notify the Superintendent and the School Committee. As part of the "Teacher's Report" at the next regular school committee meeting the teacher shall report how the planning time was spent. The teacher shall assess the academic performance of students on a regular basis. This assessment may include homework assignments, classroom participation, tests and other teacher-directed forms of assessment.

The Teacher is responsible for conducting and logging a monthly fire drill, a total of ten fire drills per school year.

The teacher shall incorporate lessons, demonstrations, workshops, and other enrichment programs (conducted by outside artists, experts, and other cultural or scientific groups for the students) into the curriculum. The number of visits will be dependent upon the funds available in the Contracted Education account or from funds donated for this purpose.

## II. Responsibility

The teacher is directly responsible to the Superintendent. However, he/she has the right of appeal to the School Committee. The teacher shall be familiar with the policies of the School Committee and shall act in accordance with these policies and with the instructions of the Superintendent.

### I. Authority

The teacher shall be responsible for supervision of all education technicians, substitute teachers, and tutors employed at the Monhegan School.

### I. Communication with Parents

The teacher shall provide parents with a written report card and narrative assessment of their child's trimesterly achievements. The teacher and parents are encouraged to stay in contact concerning a student's performance and assessment. The teacher shall allocate time for parent-teacher conferences to discuss a student's progress shortly after the first, second and third trimesters of a school year. Additional conferences may be scheduled as needed or requested.

## V. Care of Property and Supplies

The teacher is responsible for the proper care of all books, teaching materials and other school property committed to his/her charge. Rooms, closets and storage areas should be kept in good order. The teacher should practice sound economy in using all school supplies.

VI. Attendance Coordinator

The teacher will act as the Attendance Coordinator, keeping accurate attendance records, as well as notifying the School Committee, the Truant Officer, and the Superintendent in case of a student's unexcused absence.

VII. Discipline

Discipline is best achieved through mutual understanding with the goal in mind that discipline will grow from within the child and be self-imposed. In accordance with Maine law no teacher shall use physical force against a student as punishment.

The teacher will follow discipline policies: Student Discipline (JK), Detention of Students (JKB), Suspension of Students (JKD) and Disciplinary Removal of Students with Disabilities (JKF).

VIII. Professional Development

The School Committee and Superintendent shall encourage the teacher to keep informed about new educational policies and practices through professional reading, conferences, and advanced study. Before committing funds from the Professional Development Account the Teacher will present a plan, including expected costs, to the School Committee for approval.

IX. Teacher Certification

The teacher shall be properly certified at all times and shall make the certification available to the Superintendent upon request. A copy of the certificate should be filed with the Superintendent.

The Monhegan School shall reimburse the teacher for the cost of tuition for up to six (6) credit hours earned towards recertification during the school year, with the understanding that the reimbursement will not exceed the amount charged for tuition by the University of Maine for similar course credit.

Adopted: 02/22/92 or earlier (section titled General Duties); spring, 1989 (section titled Responsibility, Care of Property and Supplies, Discipline, Professional Development, Teacher Certification); March, 1992 (section titled Attendance Coordinator)

Revised: 03/28/17 by J. Stevens, M. Weber, & A. Iannicelli