

HUMAN RESOURCES

Duties, Responsibilities, and Rights of Employees

Additional Responsibilities and Behaviors

This regulation supersedes Regulations 4423.2.

I. PURPOSE

To outline additional responsibilities and behaviors that shall be expected of employees.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

All references to cluster director have been changed to assistant superintendent throughout this directive.

III. RESPONSIBILITIES

All employees shall share in additional responsibilities deemed necessary by the principal or appropriate assistant superintendent for the successful and efficient operation of the school system. Some specific duties and responsibilities are as follows:

A. Teacher-Parent Conferences

1. Teachers shall be responsible for planning, scheduling, and conducting parent-teacher conferences necessary for the successful operation of their programs. Parents should be encouraged to make appointments in advance. Principals may also schedule parent-teacher conferences as necessary.
2. If a teacher who is conducting a parent-teacher conference without an administrator present feels that the conference should not be continued due to the abusive behavior of the conferee, the teacher may suspend the meeting. Abusive behavior might consist of profane language or threats against the teacher. The parent should either be scheduled to resume the conference or be advised to expect a further contact relative to the matter. The program manager should then be advised of the occurrence and help determine what further action should be taken.

B. Bus Duty

Employees shall be assigned supervisory responsibilities before and after school for students who are transported on buses. Employees assigned these responsibilities

shall begin in the morning when the first bus arrives and remain in the afternoon until the last bus has left.

C. Recess Duty

Employees shall be assigned supervisory responsibility for students during recess periods.

D. Cocurricular Activities

Employees shall be assigned, as necessary, sponsorship and/or supervisory responsibilities for such activities as athletic events, concerts, and drama productions.

E. Attendance at Meetings

Employees are expected to attend meetings called or approved by the Division Superintendent or his or her designee.

F. Other Duties

Employees shall be responsible for other duties deemed by the principal or appropriate assistant superintendent to be necessary for the successful and safe operation of the school system.

IV. BEHAVIORS

A. Care of Property

Employees shall share with students responsibility for the care and upkeep of school property. Needs for maintenance, repairs, and supplies shall be reported promptly.

B. Conduct and Dress

Employees shall dress and conduct themselves in a professional manner.

C. Smoking

Employees are prohibited from smoking or using tobacco products in schools, administrative offices, or facilities. Under no circumstances shall School Board employees be permitted to smoke in the presence of students during the school day or on school buses.