

FAIRFIELD AREA SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES - GENERAL

3210

- 3210.1 Teachers shall be responsible for the care, discipline, and instruction of pupils in their charge while in attendance as well as during the time required going to and from school. In addition to their scheduled classroom duties, teachers shall assist in supervising the health of the pupils, in developing their character and desirable attitudes, and in supervising extracurricular activities. Elementary teachers are required to accompany their pupils on the playgrounds.
- 3210.2 Teachers shall be under the authority of the Principal and shall perform such duties as are customarily performed by instructors and all additional duties as directed by the Principal, Administrative Assistant, or Superintendent, including the maintenance of such records and making such reports as may be required by State Law, State Board of Education, the Department of Education and the School District.
- 3210.3 All arrangements for field trips, excursions, parties, or activities outside the regular scheduled school program shall be approved by the Principal and Superintendent before any announcement is made to the class.
- 3210.4 Teachers unable to report for duty shall notify the Principal or Superintendent (or person designated by the Superintendent) at the earliest possible moment.
- 3210.5 Teachers shall prepare an inventory, in duplicate, of all school textbooks and workbooks under their care before the close of each school year and submit same to the person in charge of processing same.
- 3210.6 Teachers shall be at their appointed stations not later than the time specified in elementary and secondary manuals.
- 3210.7 Teachers shall assist the Principal in conducting orderly pupil entrance and dismissal.
- 3210.8 Teachers shall prepare lesson plans and submit same to the Principal for approval each week.

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DUTIES AND RESPONSIBILITIES - GENERAL (Contd  
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3210

- 3210.9 Teachers shall adhere to the rules, regulations and policies of the Board as transmitted through the Superintendent and shall perform such other acts as requested by the administrative staff.

Adopted December 4, 1995