

**Spearfish School District 40-2  
4000 Personnel**

Board Policy

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**TEACHER DUTIES**

Teachers will be responsible to the principal for carrying out the policies of the school board as they relate to the functions of the school, to the classroom, and to the immediate contact with students and parents. Teachers will be expected to furnish such after school time as needed to assist students, confer with parents and do other school work.

It shall be the duty of all teachers:

1. To keep informed of and enforce the policies, rules, and regulations of the Board of Education.
2. Provide guidance to students which will promote their proper educational development and welfare.
3. Maintain accurate student attendance records, according to state statutes.
4. Provide for the care, inventory and protection of school property.
5. Cooperate with and participate in the planning and the evaluation of the school program.
6. Participate in the business and activities of the faculty.
7. Take part in any inservice education of the staff.
8. Maintain effective working relationships with colleagues.
9. Follow the ethics of the profession.
10. Accept a fair share of supervisory duties at pupil activities in buildings and on the grounds during school hours as well as at activity events.

Other Duties Related to Teaching Assignment

Assignments will be made by the building administrator for various forms of hall duty, recess, traffic, lunch hour or other, and activity events. Every effort will be made to make all assignments on an equitable basis, if the assignments are necessary.

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Accident Procedure

If an employee is involved in an accident while on school duty assignment, it is necessary to file an accident report with the district office within three business days.

Supervision of Students

No group of children should be left unattended by a teacher. Teachers are responsible for the safety and conduct of pupils during the school day and/or scheduled activity.

Planning and Plan Books

Teachers may be provided with plan books. The purpose of these plan books is, first, to provide the teacher with a convenient systematic way of organizing and planning the classroom work in advance; and, second, to provide an adequate guide for the substitute teacher who may be called in to take over the class.

These plans may be requested for review at any time by the principal or superintendent. These plans are to be brief general statements of what is scheduled to be done.

Condition of Classrooms

Teachers are responsible for the condition of the classroom and the equipment at all times. Prior to the close of each period, and before the close of the school day, teachers will hold students responsible for leaving the room clear of the clutter of classroom use. If a classroom is used by more than one teacher, this becomes the responsibility of all teachers using the room. Upon leaving the room for the day teachers will turn off all lights, check the windows, close and lock all doors.

Cooperation with Custodian

The work of the custodians in protecting the health of everyone in school makes their job most important. If you have suggestions to make concerning the way your room or area is being cleaned, please refer those suggestions to the principal, not directly to the custodian.

Student Access to Rooms

A teacher must be present when students are using a room or building of the district. Students or any other unauthorized personnel are not to be given keys. Rooms of other personnel are not to be unlocked for any reason by another teacher without the knowledge of the teacher responsible for that room.

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Leaving Campus During School Hours

No teacher will leave the campus, with or without students, during school hours without checking out on a check-out sheet in the office of the principal.

Central Office Information, Current

It is the responsibility of the teacher to keep the administrative office notified of any changes in information relating to name, address, telephone, credits, dependents (W-4) or insurance.

Early Dismissal of Students

Teachers shall not dismiss their pupils earlier than the regularly scheduled time without permission of the principal.

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| Adopted  | <u>June 16, 1975</u>     |
| Revised  | <u>May 11, 1987</u>      |
| Revised  | <u>December 14, 1998</u> |
| Revised  | <u>December 11, 2006</u> |
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