

Performance Responsibilities

Each Teacher Shall:

1. Teach as per daily schedule and perform any other duties as assigned by the superintendent.
2. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Guide the learning process toward the achievement of curriculum goals and - in harmony with the goals - establish clear objectives for all subjects, units, projects, and to communicate these objectives to the students.
4. Prepare for classes assigned, and prepare written weekly lesson plans to be available for their principal before leaving for the weekend.
5. Assist the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develop reasonable rules of classroom behavior and procedure, and maintain order in the classroom and on the campus in a fair and just manner.
6. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
8. Take necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Assess the accomplishments of students on a regular basis and provide progress reports as required.
10. Refer to district specialists students suspected of learning/emotional problems.
11. Maintain accurate, complete, and correct records as required by law, district policy, and administrative regulation.
12. Plan and supervise purposeful assignments for teacher aides, para/professionals and volunteers.
13. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
14. Attend and participate in faculty meetings.
15. Cooperate with other staff members in planning instructional goals, methods, and objectives.
16. Assist in the selection of books, equipment, and other instructional materials.
17. Work to establish and maintain open lines of communication with students and their parents concerning both the broad academic and the behavioral progress of all assigned students.
18. Establish and maintain cooperative relations with other staff members.
19. Provide for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning complying with Montpelier Public School's professional growth program.
20. Use to good advantage the preparation time granted during the instructional day.
21. Try to attend as many school functions as possible to promote good public relations.
22. School employees will receive a gratis activity ticket. Spouses and family members are expected to pay normal admission, with the exception of spouses

of the superintendent, the high school principal, the coach, and the junior class advisor.