

2025-2026
Montpelier
School District



Certified Employee Handbook
&
Guidelines

It is the policy of the Montpelier School District that educational programs/activities and employment practices prohibits discrimination and harassment based on a student's and/or employee's race, color, religion, gender, national origin, ancestry, disability, age or other class protected by law.

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These guidelines are a supplement to Board Policy and the Negotiated Agreement. It is intended to help teachers become acquainted with the various operational procedures existing in the Montpelier School District. It is to serve as a reference for all certified staff members.

POLICIES, AND NEGOTIATED AGREEMENT

1. School Board Policies -- These policies are continuously under review by the administration and School Board. A current copy of this policy book will be available in the superintendent's office and on the district's web site at: <http://www.montpelier.k12.nd.us>. This policy book and the student handbook is required reading of all certified staff members in the Montpelier School District.
2. Negotiated Agreement - The negotiated agreement is developed through the negotiation process. A copy is available at the district's website at <http://www.montpelier.k12.nd.us>.

MISSION STATEMENT

Embracing Success through Education

PHILOSOPHY

At Montpelier Public School, we believe that:

1. All students should have an equal opportunity for an education, regardless of race, creed, color, social status, or religion.
2. Education must be considered a process of growth in which the individual is motivated by the controlled environment of the total community.
3. It is the duty of the school and community to help each and every boy and girl develop their potential to the highest degree possible. Each student should gain, in addition to fundamental skills, the development of self-discipline, self-esteem, respect for authority, and acceptance of responsibility for his own actions.
4. It is our belief that all students have a place in society and we will endeavor to help all students attain success. While each student is individually different, we will strive to motivate and counsel him/her to meet the challenges of today and tomorrow.

MONTPELIER STAFF CODE OF ETHICS

Staff members are to be:

1. Champions for our school supporting our educational mission, community, and initiatives.
2. Committed to high quality education for every student.
3. Willing and capable of assuming job related responsibilities.

4. Willing to maintain confidentiality of privileged information.
5. Able to see the best in every person they encounter and work cooperatively with others.
6. Able to maintain professional relationships and conduct themselves in a professional way at all times.
7. Aware of the policies of the school district and enforce them.
8. Positive and assume that others have positive intent in their actions.
9. Constantly striving for personal and professional growth and committed to being the best version of themselves.

ADMINISTRATIVE RESPONSIBILITY

All employees will be under the supervision of the respective building principal and the superintendent. The appropriate supervisor will be responsible for the assignment and work scheduling of personnel and will be responsible for providing appropriate training, supervision and evaluation of such personnel. All activities outside the scope of the regular educational setting need to be approved by the appropriate principal. All travel arrangements must be approved by the appropriate principal. Faculty members having a guest speaker are to schedule the times and dates with the principal.

HOURS OF EMPLOYMENT

Teachers are required to be at the school 1/2 hour before school starts and to remain 1/2 hour after school closes, with exceptions for Friday and days preceding holidays. On these days teachers may leave after the buses have gone. If an emergency occurs and a teacher must be late, the teacher will notify the superintendent or the principal.

ABSENCES FROM THE BUILDING

In the event you must leave school grounds during school hours, please consult with the principal in advance.

REQUEST FOR LEAVE/TEACHER ABSENCES

A Request for Leave must be filled out for all certified staff's absences. When possible, leave requests must be filled out in advance. Professional and Activity Leave is granted at the discretion of the administration.

SCHOOL KEYS AND FOBS

Teachers are responsible for all keys and fobs issued to them. Keys/fobs to any school facility are not to be given to students. Any requests for additional keys will need to go through the principal. Notify the principal immediately, of any missing keys/fobs. A complete key/fob inventory will be maintained by each building principal.

MAIL/EMAIL

All teachers have mailboxes and email. Teachers are expected to check them at least daily.

PURCHASES

The principal and superintendent must approve all purchases and a purchase order form is required. Sufficient funds must be available in instructional and activity accounts, before a purchase order will be signed. If you purchase an item without prior approval, you may assume the cost.

When making a purchase with a school issued p-card it is important to include the following information:

1. Name of person making the purchase.
2. Item(s) that were purchased.
3. What account the purchase should be coded to. Ex: class of XXXX, or student council etc.

RIGHT TO KNOW

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and the paraprofessionals in our school.

SCHOOL VIDEO/SURVEILLANCE

All schools are equipped with surveillance cameras and only the superintendent or those designated by the superintendent may view surveillance camera footage.

TRAVEL AND REIMBURSEMENT

Any district personnel requesting travel out of the district and/or reimbursement must be approved along with estimated costs to the district, if any, by the building principal and superintendent prior to traveling. All necessary forms for travel and reimbursement are available in the school office.

PERSONAL LEAVE

Each teacher will be allowed three days per year for personal reasons after notifications to the superintendent three days in advance. After 10 consecutive years at Montpelier School teachers will be allowed four personal days per year. Teachers with less than 10 years of experience will be allowed to accumulate up to five personal days and can use all of them, at any time during the school year, with administrative approval. Teachers with 10+ years of experience will be allowed to accumulate up to six personal days and can use all of them, at any time during the school year, with administrative approval. No more than two teachers will be absent per day for personal reasons unless agreed upon by the superintendent. Teachers will receive their regular salary. Teachers can carry over a maximum of three personal days. Unused personal days that have not been carried over will be reimbursed at the individual teacher's daily rate of pay. In case of some unforeseen circumstance, a teacher may be allowed to use his or her personal leave without giving the required notice to the superintendent.

SICK LEAVE

A total of ten days leave for the school year, cumulative to 70 days will be granted. A teacher will be allowed to use sick leave in cases where his or her spouse, children or parents are ill, or if their child's daycare is closed due to the illness of the daycare provider. Where there is a death in the immediate family, sick leave may be used. After the accumulation of the 70 days,

each teacher will be paid their daily rate for unused leave over the 70 days, to be paid annually at the end of the school year. A teacher will be paid \$50.00 per day for each unused sick day 70 and under when their employment with the district ends.

Immediate family is defined as spouse, mother, father, children, grandchildren, grandparents, brothers, sisters, brothers and sisters in law and spouse's immediate family and any household member.

A faculty sick leave bank will be established in policy. In addition, The Montpelier School District provides medical leave in accordance with the Family Medical Leave Act.

LEAVE WITHOUT PAY

After using all applicable leave, a teacher may be granted 3 days leave without pay at the discretion of the superintendent. Any additional days of unpaid leave beyond 3 must be approved by the school board.

PARENTAL PAID LEAVE

Each teacher shall be allowed 10 days of non-cumulative parental leave per year for the birth of a child, adoption or foster care placement into their home. This is in addition to the sick leave days granted. The parental leave days will be used first, then any sick or personal days can be used. In the event of a medical emergency that extends beyond other exhausted leave options, the teacher can apply for days from the sick leave bank after using all their own sick and personal days. Sick bank will follow sick bank policy (PP3020-DDAE). Applicable to both birthing and non-birthing parent.

NOTIFICATION OF ASBESTOS CONTAINING MATERIALS

The Montpelier School District, being aware and concerned about the health and safety of its patrons, students, and employees, has a program of monitoring and responding to the following hazard as defined by the Environmental Protection Agency, and State and Local Departments of Health.

An AHERA Asbestos Management Plan has been prepared for the school district and has been approved by the North Dakota State Health Department. The superintendent is the contact person for any questions and the Management Plan is on file in the school and available for inspection during regular school hours.

ADVANCEMENT ON SALARY SCHEDULE

Teachers will receive reimbursement to help assist with the costs of continuing education and/or to pursue a master's degree. Continuing education courses will be reimbursed up to \$100 per credit. Coursework that contributes to a master's degree will be reimbursed up to \$200 per credit providing it is in an education or related field determined by the superintendent. All master's degree seeking coursework requires a written request for approval from the superintendent before enrolling. Teachers must turn in transcripts showing completion of coursework and a receipt of the costs for the coursework for reimbursement.

Teachers will receive salary increments at the appropriate levels provided the following are met. Necessary and/or additional hours must be obtained prior to the beginning of the school year. Hours taken outside of the teaching area, according to the biennium teaching

schedule will have approval of the superintendent.

CONFLICT OF INTEREST

No employee of the Board shall engage in or have a financial interest in any activity that directly or indirectly conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

COPYRIGHTED MATERIAL & INTELLECTUAL PROPERTY

The district shall abide by the provisions of copyright law, including Fair Use Standards.

FUNDRAISING

Any school group or any organization raising funds in the name of the school or on school grounds must request permission from the principal to engage in a fundraising activity. Plans for such activities should be made well in advance of the activity and the total fund-raising efforts in a school must not be a burden or nuisance to students, faculty, parents, or the community. All proceeds of any approved sale by students or student groups shall be accounted for after such efforts. Any requests for fundraising should be submitted by filling out a Montpelier School Fundraising Request Form.

GRANTS All grants and or requests for donations need principal and superintendent approval before a request or proposal is submitted. Some grants may require Board approval.

RELEASE OF CONTRACTUAL OBLIGATION

Release of contract will be negotiated with the board. The board will make reasonable effort to grant the request. The teacher will be notified of the Board's decision within seven days of the next regular board meeting. A certified check for the appropriate amount will accompany the written request for a release of contract, or if the teacher has been working in the district the assessed amount may be withheld. A release of contract may be granted with the written request of the teacher, upon payment in accordance with the Negotiated Agreement.

RELATED BOARD POLICIES AND GUIDELINES

AAC NONDISCRIMINATION & ANTI-HARASSMENT POLICY

The Montpelier School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

ACEA BULLYING

No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone, engage in, or tolerate bullying.

BCBA PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this board to afford that opportunity in accordance with established procedures. Only items on the published board agenda will be discussed at any meeting of the Board.

BCBA-BR1 RULES OF DECORUM AT BOARD MEETINGS

If the presiding board officer declares an individual out of order, the speaker may be requested to relinquish the podium. If the person does not do so, the board meeting may be recessed, and the speaker may be subject to removal from the meeting room or school building. Policy BCBA allows removal from the board meeting if an individual is persistently disruptive. Law enforcement may be contacted to assist in this process.

Clapping, applauding, heckling or verbal outbursts in support of opposition to a speaker are discouraged, and the presiding officer has authority to recess the board meeting when such behavior becomes disruptive to the order of the meeting. Remarks that are governed by a district complaint policy or prohibited by law from disclosure are not allowed to be discussed at meetings.

BFB BOARD-STAFF RELATIONS

All official communication, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as appropriate to keep staff fully informed of the board's problems, concerns, and actions.

All communication or reports to the Board or any board committee from principals, supervisions, teachers, or other staff members shall be submitted through the Superintendent.

All employee grievances shall be handled in accordance with board policy.

DBAA ADMINISTRATIVE REGULATIONS

The Superintendent shall prepare and disseminate administrative rules necessary to implement board policy and shall review such rules periodically to determine their effectiveness in carrying out policies. These rules shall constitute the school district's administrative regulations.

The Board shall not approve administrative regulations. However, the Board reserves the right to review and veto any administrative regulation should it, in the board's judgment, be inconsistent with the policies adopted by the Board.

DE STAFF CODE OF CONDUCT

The Board has adopted this policy with the intent of fostering learning and working environments that operate efficiently; are safe, ethical, and equitable for students and staff; and meet community expectations.

All staff members are responsible for becoming familiar with and abiding by the laws of the state as they affect their work, professional codes of ethics associated with their licensure if applicable, the school district's policies, and the regulations designed to implement them.

The Board has adopted policies on staff conduct, which are considered part of this code of conduct and to which all district staff are required to adhere. The Board may have adopted or may adopt additional conduct policies applicable to specific categories of employees. Such policies are also considered part of this code of conduct, and the Superintendent is charged with disseminating such policies using the policy dissemination procedure contained in this policy.

In addition to district policies governing staff conduct, each staff member is required to:

1. Conduct oneself professionally whenever serving in their official capacity as a school district employee including maintaining professional decorum and professional boundaries in all interactions with students.
2. Exercise honesty and integrity when executing all duties.
3. Comply with confidentiality laws (e.g., student education records are protected by FERPA).
4. Be faithful and prompt in attendance at work.
5. Support and enforce policies and regulations of the District.
6. Diligently execute all duties as assigned by supervisors and as set forth in job descriptions, district policies, or the negotiated agreement; staff members are also required to fulfill the terms of their contracts if applicable.
7. Demonstrate care and conservation of school property and resources.
8. Make job-related decisions in a manner that is fair and consistent with district policy and the district's mission.
9. Not use their position with the District for private gain.
10. Treat all staff, students, and community members with dignity and respect.
11. Report suspected violations of this code of conduct, district policy, or workplace violations of law to an immediate supervisor or individual/entity designated by law/policy to receive such reports.

DEAA ALCOHOL AND DRUG FREE WORKPLACE

The District prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol on district property and grounds, in any vehicle belonging to the District, and at any school related activity.

DEBA CONFIDENTIALITY

District employees and service providers must follow confidentiality requirements under Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

DEBD MAINTAINING PROFESSIONAL EMPLOYEE-STUDENT BOUNDARIES

The Board requires employees, volunteers, and students to treat one another with respect and professionalism. District employees and volunteers are legally and ethically obligated to exercise good judgment and maintain professional boundaries at all times when interacting with students on and off school property. Employees and volunteers must not intrude on a student's physical and emotional boundaries unless the intrusion is necessary to serve a legitimate health, safety, or educational purpose. Any type of sexual conduct with a student is an inappropriate boundary invasion.

Inappropriate boundary invasions can take many forms. Employees and volunteers are expected to be aware of the appearance of impropriety in their own conduct and the conduct of other employees when interacting with students.

The Board recognizes that employees and volunteers may have familial and pre-existing social relationships with parents or guardians and students. Employees and volunteers should use appropriate professional judgment when they have a dual relationship with students to avoid violating this policy, the appearance of impropriety, and/or the appearance of favoritism. Employees and volunteers shall pro-actively discuss these circumstances with their building administrator or supervisor.

DEBF EMPLOYEE SPEECH

Speech made as a school district employee is not constitutionally protected. The District requires that when staff are acting in their official capacity as school district employees, they shall use sound judgment when making statements pursuant to their official responsibilities. When school district employees make statements as a private citizen about matters of public concern, the District may take disciplinary action if such statements substantially disrupt the educational environment.

DEBH EMPLOYEE USE OF SOCIAL MEDIA

The District recognizes the importance of using social media as a communication and learning tool. Employees are expected to exercise good judgment and serve as positive ambassadors for the District and appropriate role models for students while using social media. This policy provides guidance for employee use of social media, which for purposes of this policy includes: blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

District presence on any social media site, including school-related accounts, such as clubs, teams, field trips, courses and other affiliations with the District or a district school, must be authorized by the Superintendent or designee. Any sites, accounts or pages existing absent prior authorization will be subject to review, editing and/or removal. Only individuals authorized by the District may publish content to a district social media site.

The District acknowledges that employees have the right under the First Amendment, in certain circumstances, to speak on matters of public concern. The Board has established criteria and expectations under this policy and it can be found on the district website.

DED ADMINISTRATIVE LEAVE

The Montpelier School Board authorizes the Superintendent to place a district employee (teacher, administrator, or ancillary staff) on administrative leave when an employee is under district and/or law enforcement investigation, and the Superintendent identifies a need to temporarily remove the employee from his/her duties and/or job placement to protect district property, school operations, students and/or other employees. The Superintendent may consult with district legal counsel when determining if assignment of administrative leave is appropriate.

DFAA TEACHER EVALUATION

Immediate supervisors shall evaluate the professional staff by use of instruments adopted by the Board. The evaluation process will be based on the supervisory process. These evaluations shall be conducted in conformance with North Dakota law, including the dates specified in the law. The evaluation shall become a part of the employee's personnel file. The employee shall have the right to review the evaluation and may attach a statement of disagreement if he/she so wishes.

FC SUPERVISION OF STUDENTS

It is the intention of the School Board that students shall not be left unsupervised at any time. the Superintendent shall develop a procedure for integrating safety education into the curriculum and for ensuring adequate supervision of students during the school day. Staff will receive appropriate training on student safety measures and will be required to follow student safety precautions subject to disciplinary consequences for willful disregard of these rules.

GABC SEX EDUCATION

In elementary courses where human reproductive organs and their functions and processes are described, illustrated, or discussed, opportunity will be provided for all parents or guardians to request in writing that their children not attend. Instructional materials to be used in family life and sex education will be available for inspection by the parent or guardian during school hours prior to the commencement of the instructional program. Teachers who provide instruction in family life and sex education will have professional preparation in the subject area.

KAAA VISITORS IN THE SCHOOLS

The Board encourages parents and community members to visit district schools to become better informed about day-to-day operations and observe the educational process. Because schools are places of work and learning, visitors shall observe the requirements listed in board policy which are created to ensure the educational environment is not disrupted.

KACA PATRON COMPLAINTS

Individual board members have no authority to resolve complaints and the Board, as a whole, believes that patron complaints should be resolved at the lowest level of authority possible. Therefore, whenever a complaint is made to an individual board member or the Board as a whole, it will be referred to school administration for processing at the lowest level of authority possible.

If the complaint is not satisfactorily remedied at the building level, either party may refer the matter to the Superintendent for investigation. The Superintendent shall complete the investigation within a reasonable deadline in accordance with any applicable deadline in law.

KACB COMPLAINTS ABOUT PERSONNEL

The District is committed to resolving complaints about school district personnel in an effective, efficient, and timely manner while providing a positive working environment and learning environment for all staff and students. The Board has adopted a policy on Complaints About Personnel in an effort to reduce potential concerns and establish channels of communication between staff and administration. The Complaint about Personnel Policy includes the filing procedure and deadlines necessary to file a complaint about personnel and is listed on the school district website.

EQUAL OPPORTUNITY EMPLOYER

Montpelier School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or non-disqualifying handicap in its education programs/activities and employment practices. The Montpelier School District seeks to provide access to all its programs for those interested persons who might have a variety of handicapping conditions. This includes those with impaired vision and hearing loss. Furthermore Montpelier assures that the district and its employees will not retaliate against any persons who file a complaint regarding these or any other OCR enforced statutes regarding discrimination and/or treatment. Additionally the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. For information regarding Title IX compliance, or if you have concerns and/or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the Superintendent at (701) 489-3348.

CP4190 PROFESSIONAL DEVELOPMENT PLAN

The Superintendent shall develop a professional development plan that contains all the components required by law. Professional development activities may include inservice workshops, a professional library, short-term professional leave, and assistance from consultants. All professional development activities shall be within District budgetary perimeters. The administration and the teachers will collaborate in planning additional professional development days above three.

PP3010 JURY DUTY & COURT TESTIMONY

Jury duty should result in neither financial gain nor loss for the employee. The employee shall receive regular pay from the school district while absent from work due to jury duty. Fees paid to the employee for service as a juror must be returned to the district except for mileage or subsistence allowances.

PP3030 PERSONNEL RECORDS

The Superintendent shall keep a personnel folder for each employee, licensed and classified. The Business Manager shall maintain records required for payroll purposes, for record keeping under the Fair Standards Act, and other laws pertaining to payroll record keeping.

PP3030 PERSONNEL RECORDS REVIEW PROCEDURES

Personnel records subject to open records laws shall be available during school hours for review by members of the public.

SD1060 TOBACCO FREE SCHOOL & WORKPLACES

The district shall comply with all applicable tobacco prohibitions contained in state and federal laws. Smoking in district buildings, district owned vehicles, and at activity events, whether indoor or outdoor is prohibited.

USE OF FORCE STUDENT CONDUCT & DISCIPLINE

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the Montpelier School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

STUDENTS WITH IEP AND 504 PLANS

It is crucial that staff are aware of the diverse needs of our students which include those students with IEP and 504 plans. These plans are legal documents based on federal law and must be implemented with fidelity. Information concerning students with IEP and 504 plans will be disseminated to necessary staff early in each school year by special education staff and the 504 coordinator. In all cases the district policy on confidentiality will be followed.

TEACHER JOB DESCRIPTION

REPORTS TO: Principal/Superintendent

JOB GOAL: To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated by the immediate supervisor.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all subjects, units, projects, and the like to communicate these objectives to students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
5. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and on the campus in a fair and just manner.
6. Employs 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. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
8. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Refers to district specialists students suspected of learning/emotional problems.
11. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
12. Plans and supervises purposeful assignments for teacher aide(s), paraprofessional(s) and/or volunteer(s).
13. Makes 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. Attempts will be made to schedule appointments immediately before or after school.
14. Attends and participates in faculty meetings.
15. Cooperates with other members of the staff and/or district in planning instructional goals, objectives, and methods.
16. Assists in the selection of books, equipment, and other instructional material.
17. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
18. Establishes and maintains cooperative relations with other staff members.
19. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of high learning complying with Montpelier School's professional growth program.
20. Uses to good advantage for the instruction of students, the preparation time granted during the instructional day.
21. Other duties as assigned by the administration.