



Administrative Regulation 4116.1 Teacher Responsibilities and Duties

Responsible Office: Office of Human Resources

REGULATION

It shall be the responsibility of the teachers in various schools to cooperate with the principal in performing the following duties:

1. To be familiar with personnel policies which are maintained by the administrator at each school.
2. To follow the course of study, the rules and regulations of the Board of Trustees, and the school laws of the state that pertain to the duties and responsibilities of teachers.
3. To provide promptly all reports required by the Board of Trustees, the Superintendent, and other state or local administrative agencies.
4. To advise the principal in case of illness or necessary absence at the earliest possible time and to complete any forms that may be required for absence of duty.
5. To cooperate fully in the implementation of the health services to pupils, as developed by the school district nurses and assisted by local physicians.
6. To exemplify mutual courtesy, consideration, loyalty in all relations with the principal and such special teachers, supervisors, and health officials as the Board of Trustees may appoint.
7. Communication skills: To speak coherently, logically, and write in an easily understood style with correct grammar and spelling; to use appropriate non-verbal modes of communication and voice modulation to establish rapport.
8. Teaching effectiveness: To facilitate student development in integrating new knowledge, applying new learning in problem solving and decision making, acquiring desirable attitudes toward learning and promoting high standards of academic performance.
9. Planning and organizing: To plan appropriate daily and long range lessons; to evaluate plans against objectives; to involve students in setting objectives; to incorporate school and community resources.
10. Teaching: to use a variety of strategies, methods, materials and activities; to be creative and stimulating; to relate subject matter to experience of students; to

provide direct instruction to individuals, small groups or large groups with appropriate modifications and interventions.

11. Content: To possess knowledge of the major concepts, vocabulary and inquiry methods of the subject matter field; to integrate subject with other area of study.
12. Supervision and control: To manage student behavior through positive discipline (See Corporal Punishment Procedure, PATH-P109); to monitor flow of students and events during instruction to maximize learning; to design space, routines, records, materials, and activities, for optimal learning to occur.
13. Assessment and diagnosis: To evaluate student achievement; to determine developmental levels and needs; to use a variety of effective evaluation techniques and instruments to complement instruction; to evaluate teaching/learning and make appropriate adjustments.
14. Professional commitment to teaching: To practice continuous self-evaluation leading to improvement; to comply with necessary organizational policies/procedures; to demonstrate professional ethics; to fulfill teaching responsibilities; to participate in extra-curricular activities; to exhibit enthusiasm for teaching.
15. Liking and respect for students: To believe all students can learn and succeed; to care and accept all students; to accord genuine respect and courtesy to students; to respond positively to students' request for help.
16. Ability to learn: To adapt to new situations; to demonstrate acquisition of strong general knowledge; to model willingness to learn; to strive to improve and refine own teaching skills.
17. Interpersonal relations: To demonstrate positive relationships with students; to participate in conferences with colleagues and parents on students needs and progress; to establish a warm environment in which each student feels successful and productive.
18. Dress: Dress and grooming are individual and personal matters and the primary responsibility for dress and grooming rests with the teacher. However, the school district reserves the right to insist that the dress and grooming of teachers must not present potential health or safety problems or cause disruptions. The Board of Trustees encourages teachers to dress in a professional manner.

19. Working hours are covered by the Professional Negotiation Agreement between the Washoe County School District and the Washoe Education Association.
20. Duty schedules are covered by the Professional Negotiation Agreement between the Washoe County School District and the Washoe Education Association.
21. Teacher preparation time: In accordance with the Negotiated Agreement with the Washoe County School District teachers are required to be on a total schedule of no more than seven and one-half hours including lunch. In the high schools and middle schools, the principals provide preparation time for teachers during the seven and one-half hour day.
 - a. Responsibility for the final decision about the school schedule and the teachers' preparation time shall rest with the principal, assisted by input by the staff.
 - b. The schedule shall provide for no less than 275 minutes per day of actual teaching time for each teacher, excluding passing time and lunch.
 - c. In order to meet the unique circumstances of the individual school and the special needs of students in the school, each principal and his/her staff are encouraged to explore innovative ways of scheduling.
 - d. Preparation time is not to be regarded as time off, but rather time for teachers to prepare for their regular work.
22. Special Subject Teachers:
 - a. Special subject teachers such as music, art or itinerant teachers, subject supervisors and general supervisors shall visit regularly and impartially the several schools in which they are required to give instruction. Under the direction of the curriculum coordinator, they may call meetings of the teachers for the purpose of giving them instruction in the branches of which such special instruction may have charge.
 - b. Special subject teachers in regular classrooms. See Article 19, Professional Negotiation Agreement between the Washoe County School District and the Washoe Education Association.

IMPLEMENTATION GUIDELINES

1. This policy reflects the goals of the District's Strategic Plan, Envision WCSD 2015 – Investing in Our Future:
 - a. Goal 2, Recruit and Support Highly Effective Personnel
2. This Administrative Regulation complies with Board Policy 4116, Responsibilities and Duties – Licensed Personnel.
3. This Administrative Regulation complies with the Collective Bargaining Agreements between the District and the employee associations.

REVISION HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
1/13/1970		
9/11/1979		
10/27/1992		