



Administrative Regulation 4507 TEACHER RESPONSIBILITIES AND DUTIES

Responsible Office: Office of Human Resources

PURPOSE

This Administrative Regulation establishes the minimum expectations the Washoe County School District ("District") has for licensed teachers employed to provide instruction to students, subject to the terms of an applicable collective bargaining agreement and NRS Chapter 391.

REGULATION

It shall be the responsibility of the teachers in various schools to cooperate with the District and school administration in performing the following:

1. To be familiar with personnel policies, regulations and procedures which are maintained by the District, as well as any school-specific teacher handbooks or memoranda distributed by school administrators.
2. To follow the course of study, the policies and regulations of the District Board of Trustees ("Board"), and state and federal laws that pertain to the duties and responsibilities of teachers.
3. To provide, when requested, all reports required by the Board, the District Superintendent, and other state or local administrative agencies in a timely manner.
4. To notify the principal or appropriate administrator in case of illness or necessary absence at the earliest possible time and to complete any requirements as part of that notification (including entering the absence in the District's substitute teacher management program) for absence of duty.
5. To cooperate fully in the implementation of health services to students, as developed by the school district nurses and assisted by local physicians.
6. To demonstrate civility and professionalism with the principal and such special teachers, supervisors, and health officials as the Board may appoint.
7. To speak and write in a professional and easily understood style, with correct grammar and spelling; to use appropriate non-verbal modes of communication and voice modulation to establish a rapport with students and other District stakeholders.

8. To facilitate student development in integrating new knowledge, applying new learning in problem solving and decision making, acquiring desirable attitudes toward learning, and promoting appropriate standards of academic performance.
9. To plan appropriate daily and long-range lessons, including lessons to be used in case of absence; to align plans with specified Student Learning Objectives; to involve students in setting those objectives; and to incorporate school and community resources where appropriate.
10. To use a variety of teaching strategies, methods, materials and activities; to be creative and stimulating in the practice of teaching; to relate subject matter to experience of students; and to provide direct instruction to individuals, small groups or large groups with appropriate modifications and interventions to accommodate students of different learning levels.
11. To possess knowledge of the major concepts, vocabulary and inquiry methods of the subject matter field in which they are licensed to teach and to integrate that subject as appropriate with other areas of study.
12. To manage student behavior through positive and progressive discipline; to design space, routines, records, materials, and activities for learning to occur.
13. 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. To practice continuous self-evaluation leading to improvement; to comply with necessary directives from school and District administrators as well as District policies and procedures; to demonstrate professional ethics; to fulfill teaching responsibilities; to participate in extra-curricular activities; to exhibit enthusiasm for teaching.
15. To believe all students can learn and succeed; to care for and accept all students; to accord genuine respect and courtesy to students; and to respond positively to student requests for help.
16. To adapt to new situations; to demonstrate acquisition of strong general knowledge; to model for students a willingness to learn and grow; to strive to improve and refine their own teaching skills.
17. To demonstrate positive relationships with students, parents, colleagues and other individuals they interact with as part of their teaching duties; to participate in

meetings and conferences with colleagues and parents on student needs and progress; to avoid unprofessional comments about students, parents and/or colleagues; and to establish an environment in which each student feels successful and productive.

18. While dress and grooming are individual and personal matters, the District requires teachers to dress in a professional manner and reserves the right to insist that the dress and grooming of teachers must not present potential health or safety problems or cause disruptions to the learning environment.
19. To comply with the working hours and duty schedules as defined by the applicable collective bargaining agreement between the Washoe County School District and the Washoe Education Association.
20. In high schools and middle schools, school administration will provide preparation time for teachers during the seven and one-half hour day consistent with the provisions of the employees' respective collective bargaining agreement.
 - a. Responsibility for the final decision about the school schedule and teacher preparation time shall rest with the principal, with input by the school employees.
 - b. The school schedule shall provide for no less than 275 minutes per day of actual teaching time for each teacher, excluding passing time and duty-free lunch.
 - c. In order to meet the unique circumstances of each individual school and the special needs of students in the school, each principal and his/her employees 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.
21. Special Subject Teachers:
 - a. Special subject teachers such as music, art or other itinerant teachers, subject supervisors and general supervisors shall visit 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 or information regarding their area of expertise.

- b. Special subject teachers in regular classrooms are governed by the appropriate article of the Negotiated Agreement.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

- 1. This Administrative Regulation aligns and complies with the governing documents of the District, to include:
 - a. Board Policy 4505, Standards of Professional Conduct
 - b. Board Policy 4500, Staff Freedom of Speech
- 2. This Administrative Regulation aligns and complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. NRS 391, Personnel

REVISION HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
1/13/1970	2.0	
9/11/1979	3.0	
10/27/1992	4.0	
11/28/23	5.0	Revised to align with Board Policy 9070, removing outdated references and language cleanup.