

Personnel -- CertifiedDuties of Personnel

All employees of the school district are subject to the policies of the Board of Education, applicable laws, and current employee agreements.

Job descriptions shall include the following:

1. Job title.
2. Duties to be performed.
3. Type and extent of training required.
4. Degree of responsibility assumed.
5. Other related factors.

In each instance the employee shall meet the requirements set forth in the job description. Job descriptions for all employees shall be provided by the Superintendent and maintained in a separate manual.

Policy adopted: July 16, 1990

WESTON PUBLIC SCHOOLS  
Weston, Connecticut

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The following expectations for teacher performance are important to the efficiency and effectiveness of the total school program.

## 1. Lesson Plans

Each class should be planned in advance, giving consideration to objectives that have been set, the length of the class period, and other factors related to the subject and age of the students. It is constructive to advise students of upcoming work and the purpose of the following unit in order that they can obtain a context for their learning and work ahead if they desire.

## 2. Classes

Teachers are to be in their classrooms, with the exception of the teachers on duty, before the students enter the building following their recess periods. Teachers are to dismiss their classes in an orderly fashion at the end of the day.

## 3. Unassigned Time

Teachers unassigned periods should be used in the school in constructive ways, for lesson planning, conferences, library/IMC resource research, visiting classes, interdisciplinary activities, parent contacts and carrying out supervisory duties. If it is necessary to leave the campus during the school day, the principal or designee must be notified.

## 4. Classroom Management

Any classroom disturbances should be dealt with in a positive, temperate, and systematic manner. Many instances of student misbehavior are symptoms of problems which can only be identified and dealt with through student and/or parent conferences. Counselors and administrators should be utilized in the process of problem identification and remediation. Class management techniques should include a statement of clear expectations for behavior and consequences for positive and negative behavior. In no case, should a student be removed from class without direct referral to an administrator.

Duties of Personnel (continued)

## 5. Before and After School Hours

Each member of the professional staff shall be on duty before and after regular school hours long enough to plan and to carry out his/her individual professional responsibilities. The most important responsibility of teachers during such hours is to offer special help to the individual students in their classes.

Regulation approved: July 16, 1990

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