

General Duties of Teachers

Teachers are responsible for the conduct of their pupils. They shall by rule and example strive to develop among their pupils such standards of discipline and intellectual development as will result in orderly and proper conduct at all times both in school and out. Studies show there is a close correlation between good manners and proper behavior. Teachers will be encouraged to pursue further studies in teaching or related fields. Their general duties include:

1. Teachers are to observe the Teacher's Bulletin and carry out all directives from the principal's office.
2. Regular session teachers are expected to be on duty from 8:00 a.m. to 3:30 p.m. Hours for special session teachers are to be designated by the superintendent after consultation with principals.
3. Teachers are to cooperate with the principal in presenting assembly and special programs.
4. Teachers should be thoroughly familiar with the location and use of first aid equipment and be responsible for emergency care of students.
 - a. In case of accident or illness, teachers are to report the accident to the principal or first responder. If necessary, teachers should follow normal first aid procedures until relieved by principal or first responder.
 - b. Teachers are to be thoroughly familiar with proper procedure in case of fire or other emergencies.
5. Teachers are to inform the principal of any activities which affect the school program and/or its relation with the public.
6. All special teachers are to be under the direct supervision of the superintendent who may delegate part or all of this supervisory responsibility to building principals or others.
7. Under the general supervision of the principal, the teacher shall be responsible for the efficient administration and supervision of their class.

Adopted:

Revised: April 04, 1994
 May 05, 2003

Legal Reference:

Cross Reference:

District #001, Woods County, Oklahoma