HUMAN RESOURCES

Certificated Personnel

Responsibilities, Duties, and Work Day

I. Responsibilities

A. The teacher shall establish daily teaching objectives which:
   1. Identify and inform students of the learning expected.
   2. Keep students engaged in learning tasks.
   3. Allow the teacher to spend the maximum time possible in the teaching/learning process by keeping disruptions, clerical responsibilities, and student absences (out-of-class time) to a minimum.

B. The teacher shall provide for individual differences through the use of varied materials and activities suitable for students with different interests and abilities.

C. As a general rule (pending availability of technology in the classroom), teachers shall integrate technology across all curriculum areas to include Virginia Computer Science Standards of Learning.

D. As a general rule, teachers shall create, edit, maintain, and import classroom appropriate information on their classroom web portal at least once per week. Information should include assignments and their corresponding due dates, documents, and a calendar with important dates.

E. As a general rule, in the event that schools are closed for two or more unscheduled days, teachers who have Internet connectivity at home shall use their web portal (as determined/coordinated at the school level, to the best of their ability, and without incurring additional personal expense) to maintain continuity of instruction until schools are open again.

F. As a general rule, teachers are required to provide a minimum of one weekly update to students’ grades in the School Division supported online gradebook application. This can vary by content area in accordance with Prince William County Schools (PWCS) grading regulations.
G. The teacher shall assess the progress of students and report to students and parents by the following:

1. Evaluating students’ work promptly and constructively.
2. Certifying whether each student has mastered appropriate learning objectives.

II. Duties

A. Being responsible for the conduct and safety of students in the classroom and on school grounds during and after school hours. This includes any student/employee safety issues or PWCS property (building/equipment) concern of which you become aware. Students should be supervised at all times.

B. Supervising students on the school grounds and during lunch periods but not to include the duty-free lunch except in emergency situations.

C. Cooperating with and participating in the planning and the evaluation of the school program.

D. Participating in the business and activities of the faculty under the direction of the principal or other administrator.

E. Taking part in the required professional learning opportunities.

F. Maintaining cordial relationships with colleagues.

G. Following the ethics of the profession.

H. Supporting parent/teacher and parent/student/teacher organization.

I. Enforcing policies and regulations as established by the School Board and school administration.
J. Follow the principal’s directions for the care and condition of the classroom, equipment, and facility to insure a clean, organized, and safe school.

K. Adhering to PWCS Regulation 503.02-1, “Standards of Professional Conduct for all Employees.”

L. Keeping the following information correct at all times with the Department of Human Resources:
   1. Name
   2. Address
   3. Telephone Number
   4. Social Security Number
   5. Emergency Contact
   6. Credits earned for renewing or upgrading certification
   7. Other forms as required by regulation or law when requested

M. It is recommended that principals and teachers not serve as advisors to parents and students not in their school or class. The proper procedure is to refer such parents and/or students to consult their respective principals and teachers regarding their concerns.

N. Teachers are encouraged not to make specific recommendations to parents or students regarding particular dentists, physicians, other medical or professional services, or specific business establishments.

O. Teachers shall not engage in any activity which constitutes a conflict of interest as defined by law and School Board Policy 591 and Regulation 591-1, “Non-School Employment” and Policy 503.01, “Conflict of Interest,” Regulation 503.04-1, “Conflict of Interest,” and Regulation 503.03-1, “Solicitation and Selling.”

III. Work Day

A. Regular attendance is an essential job function which is critical to instructional continuity. Teachers are expected to be on duty each day as called for in their contract/work agreement unless on some type of approved leave. A teacher absent for any reason not covered by a leave policy shall have deducted from his/her next salary installment for each day missed an amount equal to the per diem rate of the annual salary. This deduction shall apply on non-instructional days as well as on instructional days.
If employees are absent for three consecutive work days and have not contacted their immediate supervisor in accordance with the school’s policies or procedures, this shall be considered just cause for dismissal, absent extenuating circumstances, as determined by the immediate supervisor.

B. Every reasonable effort shall be made to arrange teaching assignments so that secondary teachers shall have no more than (3) lesson preparations per day. For the purposes of the paragraph, each individual course (as identified by the basic 4-digit course code) shall constitute a lesson preparation.

C. The classroom teaching assignment, planning period, and lunch period of teachers shall not exceed seven (7) continuous hours. Other duties necessary to the best interest of the schools may be required beyond this seven-hour period such as bus duty, attendance at meetings and conferences, supervision of student activities, and other similar duties. Every effort shall be made to provide teachers with a duty-free lunch period. Every effort shall be made to minimize the number of required night meetings for teachers. All building faculty meetings shall be conducted at a time contiguous with the teachers’ workday, except in emergencies and unusual situations where the needs of the school require that such meetings be held at other times.

D. Every effort shall be made to obtain staff volunteers to work athletic events or other extracurricular activities. Teachers, however, may be assigned to such duties. Such assignments will be distributed on an equitable basis.

E. Teachers shall not be required to work under conditions which are unsafe or hazardous to themselves or their students.

F. Teacher attendance is not required when schools are closed due to inclement weather. If schools are delayed in opening due to inclement weather, the reporting time for teachers shall be delayed by the same amount of time that schools are delayed in opening. In the event of an early closing due to inclement weather, teachers may be excused early by the principal after students have safely departed the building and grounds.
G. Teachers may be released from all or part of their final workday at the direction of the Division Superintendent (or designee).

H. Teachers shall not be required to transport students in privately-owned automobiles.

I. Itinerant teachers shall be provided time to travel between assigned schools.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.