PROFESSIONAL STAFF POSITIONS

Professional staff positions are recommended by the Superintendent of Schools and are accepted when approved by the school board. It is the intent of the school board to provide a sufficient number of positions to accomplish the school district’s goals and objectives.

When a new position is recommended by the Superintendent, a job description for the position, which specifies the qualifications and performance responsibilities, will be presented to the school board for review. The approved job descriptions should be mutually acceptable to the Superintendent of Schools and the school board before implementation.

The board expects the Superintendent to maintain a comprehensive and updated set of job descriptions for all positions in the school district.

All professional staff members must provide the report of a physical examination, signed by a registered physician, certifying they are able to perform the task for which they are employed. The examination is at the expense of the employee.

Professional Staff Qualifications

The professional staff members shall be academically qualified in the area of instruction and should demonstrate a competence at transmitting to the student the excitement of learning and the manner and means of accumulating, assimilating, and evaluating the knowledge associated with the academic field, should be expected to demonstrate an awareness of the academic fields. A reasonable and responsible attitude toward the education of the whole child should be evident.

The teacher shall constantly be alert to the example presented to student, parent, community, and fellow worker, striving to consistently exemplify the good, i.e., what is correct, what is always ascending. Relationships should avoid the personal attachments that detract from the obligation to constantly lead and critically evaluate both the individual and the situation so that progress toward the determined goals is adequately identified and pursued.

The professional staff member must become and remain, aware of instructional trends so as to participate in discussions that will explore and evaluate possible changes in method or content of instruction.

The teacher shall demonstrate the ability to define the objectives of instruction and the ability to assess the results of the efficiency and effectiveness of the instruction.

Teaching Assignment

A basic teaching assignment is described as follows:

The teacher will instruct regular assigned classes, properly prepare lessons and tests, properly correct all assigned work, evaluate the student’s work, use care in filling out requested forms and
reports, supervise bus arrivals and departures, playgrounds, cafeteria, hallways as special assignment, and as a general phase of daily work; make use of the extra help periods; accept and adequately perform duties as advisor to classes or clubs (including chaperoning occasional night time affairs), report to the assigned building on days as scheduled by the Superintendent of Schools; attend other affairs periodic in nature such as teachers’ meetings, department meetings, community affairs directly related to the school, and to actively participate in the school program. They shall consider all students on school property as under their supervision.

Teachers who accept the responsibility to conduct an activity do so in the best interests of the school district and the student.

Teachers failing to appear for a scheduled meeting will be subject to reprimand and/or loss of position, providing the reason for absence in unacceptable.

Unless otherwise specified, other professional personnel refers to the following positions:

Assistant Superintendent of Schools
Business Administrator
Director of Personnel Services
Director of Handicapped Services
Building Administrators
Assistant Principals
Curriculum Coordinators
Coordinator of Media Services
Director of Vocational Education and Industrial Arts
Director of Guidance and Counseling
Department Heads:
  Art
  Business Education
  English
  Foreign Language
  Home Economics
  Industrial arts
  Mathematics
  Music
  Physical Education
  Science
  Social Studies
Counselors
Specialists outside the SEA bargaining unit