

## CERTIFICATED STAFF DUTIES AND RESPONSIBILITIES

### Administrative Personnel

Administrative personnel are responsible for the efficient, effective and economical administration of the assigned building, area or program in the District in conformity with policies, rules and regulations adopted by the Board, the rules and regulations of the Ohio State Board, and established provisions of federal and state statutes.

### Teaching Certificated Personnel

The teacher is responsible for teaching, directing and leading the students in his/her care in conformity with the statutes of the State of Ohio and the policies and regulations of the Board; cooperating with fellow teachers and other employees in carrying out school policy and programs; keeping himself/herself up-to-date in techniques and practices of good teaching in his/her assigned field and interpreting the school program to the community.

### Nonteaching Certificated Personnel

The non-teaching certificated employee is responsible for assuming and completing those duties in conformity with the statutes of the State of Ohio and the policies and regulations of the Board; cooperating with fellow employees in carrying out school policy and programs; keeping himself/herself up-to-date in techniques and practices of recognized professional practice and interpreting the school program to the community.

Employees shall follow the courses of study and use the textbooks and other instructional material prescribed by the Superintendent and approved by the Board. Supervisory and leadership responsibilities of student extracurricular activities will be, insofar as possible, consistent with the employee's abilities and interests. It is expected that employees will be interested in the broad program of the school as well as the assigned professional duties.

The Board recognizes that the professional educator spends large amounts of time outside the normal work day in planning, preparing lessons and/or reports and grading papers and tests and/or assessments, all of which are necessary for quality education. In addition, the role of the educator requires continual professional growth, knowledge of school organization, plans and rules and request parent contact. While most of these activities can take place during the normal work day, occasionally they will extend beyond the normal day and, in the case of P.T.C. or open house meetings, be scheduled in the evening. Educators are requested to be available for such activities and such a request will assume acceptance by the professional educator.

Educators shall conform to all rules and regulations that may be prescribed by the Ohio State Board of Education and by the Fairfield City Board of Education and shall fulfill terms of any written contract. The educator shall keep such records and prepare and submit such reports and cumulative records as may be required by statute and by regulations of the State of Ohio and the Board.

[Adoption date: September 25, 1995]

Fairfield City School District, Fairfield, Ohio