

**TEACHERS****Definition**

Certified teacher means a person who holds a teaching certificate or license, who is employed as a teacher, counselor, librarian, school nurse, entry-year teacher, or in any other instructional position for which a teaching license or certificate is required by the Oklahoma State Department of Education, and who does not exercise supervisory authority with respect to other certified teachers of the District.

**Qualifications**

According to the *No Child Left Behind Act of 2001*, highly qualified teachers of early childhood education, elementary education, and core academic subjects (English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, the arts [art and music], history, and geography) have:

- A. At least a bachelor's degree; and
- B. License/certificate in the subject(s) taught.

Early Childhood and Elementary highly qualified teachers are required to have options A or E of the following list. Middle School and Secondary highly qualified teachers are required to have options A, B, C, D, or E.

- A. Passed a state certification test in level/subject taught.
- B. Completed an undergraduate academic major or coursework equivalent to an undergraduate academic major (24 semester hours of subject-specific coursework) in subject taught as documented by the teacher's official transcript.
- C. Completed a graduate degree in subject taught.

- D. Holds certification through National Board for Professional Teaching Standards in subject taught.
- E. Demonstrated competency in each subject taught based on a high objective uniform state standard of evaluation (HOUSSE).

Teacher assigned to non-core subject areas, and who are not subject to the requirements of NCLB/ Highly Qualified standards, will be expected to meet the minimum requirements for certification according to the standards of the state accreditation requirements. Preference will be given to employment of applicants who meet the NCLB/ Highly Qualified standards.

#### Performance Responsibilities

- A. Arrives for work twenty (20) minutes before the first bell on regular school days. All teachers are expected to be in their rooms or at assigned duty fifteen (15) minutes before the bell rings. The time in the morning is to be utilized as a supervised study period for students and, if necessary, a time for holding conferences with students. This time is not to be used as a teacher visitation period. As soon as a student enters the classroom, the student should take the assigned seat and utilize the given time for working rather than for loitering about the room or building.
- B. Remains on school premises during the workday unless granted permission to leave by the principal.
- C. Supervises the hall area near his/her room before, during, and after school.
- D. Understands that he/she is free to leave school premises after the close of school, provided that all students under their supervision have left the premises. An exception to the above policy would be a called meeting by the principal, superintendent, etc.
- E. Attends monthly faculty meetings and professional meetings for which school is dismissed. Failure to attend professional meetings will result in loss of pay for that time.

- F. Shares in duties assigned by the principal or superintendent.
- G. Assumes responsibility in seeing that school property is not abused, keeping accurate records of attendance, educational achievement, and student misbehavior if necessary, and submitting other information as requested by the board, the superintendent, and the State Department of Education.
- H. Assumes responsibility to turn out classroom lights when not needed (breaks, lunch, etc., and at the end of each school day). Teachers are also responsible for closing windows, adjusting blinds/shades, adjust thermostat and locking doors before leaving the classroom.
- I. Aids the custodian(s) as much as possible by keeping the classroom floor neat and free of trash, etc. Each teacher is expected to see to it that his/her room is clean at the end of each period. If the classroom is not receiving proper attention from the custodian, the teacher is expected to make such report to the principal of the building.
- J. Directs students seeking permission to leave school grounds, while school is in session, to the principal's office.
- J. Develops lesson plans, a general outline of the year's work with specific aims and objectives, a detailed plan for at least one week's work in advance, and instructional materials that meet the district's curriculum goals and the needs of each pupil. Lesson plans and their format will be at the principals discretion.
- L. Translates lesson plans into learning experiences that effectively utilize the available time for instruction
- M. Establishes and maintains standards of student behavior needed to achieve a functional learning atmosphere in the classroom
- N. Notifies the principal of the building in case of sickness or absence due to any other cause.

- O. Evaluates student academic and social growth, keeps appropriate records, and prepares reports relating to student progress
- P. Communicates with parents through conferences and other means to discuss student progress and interpret the school program
- Q. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems
- R. Creates an effective environment for learning through functional and attractive displays, bulletin boards and interest centers
- S. Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities
- T. Selects and requisitions books and instructional aids
- U. Maintains required inventory records
- V. Supervises students in out-of-classroom activities during the assigned workday
- W. Administers group standardized tests in accordance with district testing program
- X. Participates in curriculum development programs as required
- Y. Participates in faculty committees and sponsorship of student activities
- Z. Performs other duties as assigned by the principal

**Terms of Employment**

The teacher's contract is for one hundred and eighty (180) working days or 1080 hours unless otherwise agreed upon; provided, that teachers will be expected to attend in-service week activities. They shall attend meetings called during this week, help with enrollment as requested by their respective principal, and shall prepare their room or department for classes. Provided further, that teacher shall complete all necessary records, want lists, inventories, etc., before checking out for the summer.

Teachers must have on file in the office one (1) up-to-date transcript of credits and must submit one (1) copy to the State Department of Education. Teachers that have completed work since their transcripts were last filed should see that two (2) current copies of transcripts are submitted at once. It is also necessary that each teacher have on file a valid teaching certificate before salary warrants can be issued. A certificate must be held for the grade or subject the teacher will teach and be fully qualified according to "No Child Left Behind."

- A. Under no circumstances are teachers to release information concerning students. Requests for students' information should be considered by the principal's office only. The guidelines of the Family Educational Rights and Privacy Act of 1974 shall be observed.
- B. It shall be unlawful for any teacher to reveal any information concerning any student obtained in the capacity as a teacher, except as may be required in the performance of contractual duties; except said information may be furnished to the parent or guardian of said student upon request. This is applicable anywhere, anytime, to any person.