

# NORTH BORDER SCHOOL DISTRICT

## *CERTIFIED EMPLOYEE HANDBOOK & GUIDELINES*

**2020-2021**

It is the policy of the North Border School District that educational programs/activities and employment practices prohibits discrimination and harassment based on a student's and/or employee's race, color, religion, gender, national origin, ancestry, disability, age or other class protected by law.

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**These guidelines are a supplement to Board Policy and the Negotiated Agreement. It is intended to help teachers become acquainted with the various operational procedures existing in the North Border School District. It is to serve as a reference for all certified staff members.**

### **POLICIES AND NEGOTIATED AGREEMENT**

1. School Board Policies -- These policies are continuously under review by the administration and School Board. A current copy of this policy book will be available in the superintendent's office and on the district's web site at: [www.northborder.k12.nd.us](http://www.northborder.k12.nd.us). The policy book is required reading of all certified staff members in the North Border School District.
2. Negotiated Agreement – The negotiated agreement is developed through the negotiation process. A copy is available at the district's web site at [www.northborder.k12.nd.us](http://www.northborder.k12.nd.us).

### **MISSION STATEMENT**

The North Border Public Schools primary mission is to educate young people for a satisfying and productive life. The individual differences and unique needs of each student will be considered in the total development of that student. North Border Public Schools will facilitate a desirable balance through a strong academic approach enhanced by special needs programs, elective offerings, health and physical education and co-curricular activities.

The North Border School education program recognizes that learning is a lifelong process. With the cooperation of the home and community, the North Border Schools will provide the students with the means to develop moral and social values to become responsible citizens.

### **PHILOSOPHY**

**At North Border Schools, we believe that:**

1. The purpose of education is to equip students with the knowledge and skills necessary to become active, informed, and productive members of society. Our public schools have a responsibility to foster the growth of intelligent and informed citizens.
2. All individuals are entitled to equal rights, freedoms, and opportunities regardless of economic, cultural, or intellectual differences. The District is committed to creating and preserving a learning and working environment that promotes tolerance and is free from discrimination and harassment.
3. Only through the study of basic subject matter, history, culture and fine arts will students be prepared for both the practical tasks and complexities of the world. The District will provide all students with opportunities to participate in varied curricular offerings.
4. Education should aid in the development of good character, self-respect and self-worth, and offer opportunities to form satisfying and responsible relationships with other people. The District will offer programs that allow students to practice the skills of family and community living and that promote an appreciation for health and safety.
5. Education must look to the future. The District will offer programs to help equip students with skills that may be demanded by our future society, that help students select appropriate occupations, and that provide opportunities to develop worthwhile leisure time activities. The District will also offer programs that teach money, property, and resource management

techniques and conservation practices in order to assist students with planning for the future.

6. Educational experiences should be timed in accordance with students' readiness for them. All district programs will take into account factors such as age, maturity, and readiness.
7. Appropriate discipline helps ensure that the educational program operates efficiently and helps mold students into upstanding citizens. The Board shall develop policies in accordance with law to ensure administrators are equipped to appropriately respond to disciplinary issues.
8. Parents and the community should serve as partners with the school. It takes the combined effort of all members of the community to develop and maintain an educational program that meets the objectives delineated above. District schools will embrace the support and reflect the expectations of the community.

**Administrative Responsibility:** All employees will be under the supervision of the respective building principal and the superintendent. The appropriate supervisor will be responsible for the assignment and work scheduling of personnel and will be responsible for providing appropriate training, supervision and evaluation of such personnel. All activities outside the scope of the regular educational setting need to be approved by the appropriate principal. All travel arrangements must be approved by the appropriate principal. Faculty members having a guest speaker are to schedule the times and dates with the principal.

**Hours of Employment (Negotiated Agreement):** The typical school day shall be from 8:00 am – 3:45 pm. Teachers will be expected to attend all faculty meetings. Teachers may leave on Fridays when students have left the building.

**Absences from the Building:** In the event you must leave school grounds during school hours, please consult with the principal in advance.

**Request for Leave/Teacher Absences:** A Request for Leave must be filled out for all certified staff's absences. When possible, leave requests must be filled out in advance. Professional and Activity Leave is granted at the discretion of the administration.

**School Keys and Fobs:** Teachers are responsible for all keys and fobs issued to them. Keys/fobs to any school facility are not to be given to students. Any requests for additional keys will need to go through the principal. Notify the principal immediately, of any missing keys/fobs. A complete key/fob inventory will be maintained by each building principal.

**Academic Eligibility:**

In addition to NDHSAA academic standards, the North Border School District also requires that no Junior High or High School student may participate in a contest if he or she is failing any class as computed from the beginning of the quarter. **On the third Monday of the new school year, eligibility will be checked and will be checked every Monday until the end of the quarter. At the end of each quarter, quarter grades will be checked to determine eligibility. If a student is deemed ineligible at quarter break, they will be ineligible until the third Monday of the next quarter and weekly eligibility checks will resume.** Eligibility will carry over from quarter to quarter and from year to year.

**Suspensions and Due Process:** The authority to initially determine whether or not a student shall be suspended, for a period not to exceed ten days, rests with the principal and can be exercised after the student is given:

1. Oral or written notice of the charges against him/her.
2. An explanation of the evidence against him/her.
3. An opportunity to present his/her side of the story.

The parent(s) of the student are to be notified promptly after the suspension is issued. There need be no delay between the time notice is given and the conduct of the above procedure. In those cases where a student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the educational process, the student may be immediately removed.

**Grading Scale:**

	<u>Percentage</u>	<u>GPA</u>
<b>A</b>	<b>93-100</b>	<b>4.00</b>
<b>B</b>	<b>85-92</b>	<b>3.00</b>
<b>C</b>	<b>77-84</b>	<b>2.00</b>
<b>D</b>	<b>70-76</b>	<b>1.00</b>
<b>F</b>	<b>Below 70</b>	<b>0.00</b>
<b>I</b>	<b>Incomplete</b>	
<b>P</b>	<b>Pass</b>	

**Mail/Email:** All teachers have mailboxes and email. Teachers are expected to check them at least daily.

**Purchases:** The principal and superintendent must approve all purchases and a purchase order form is required. Sufficient funds must be available in instructional and activity accounts, **before** a purchase order will be signed. If you purchase an item without prior approval, you will assume the cost.

**Right to Know:** Through federal education law, parents have the right to request information on the professional qualifications of the teachers and the paraprofessionals in our school.

**School Video/Surveillance:** All schools are equipped with surveillance cameras.

**School Lunch:** On the day teachers are assigned a noon supervision duty, a free lunch will be provided. Faculty lunch price is \$3.60.

**Travel and Reimbursement:** Any district personnel requesting travel out of the district and/or reimbursement must be approved along with estimated costs to the district, if any, by the building principal and superintendent prior to traveling. All necessary forms for travel and reimbursement are available in each school office.

**Personal Leave (Negotiated Agreement):** The Board will grant four (4) personal days per year cumulative to 5 days. Reasonable administrative restrictions may apply. At the end of each school year, the district will buy back all personal leave not carried over at the daily rate of the current substitute teacher's pay.

**Sick Leave (Negotiated Agreement):** At the beginning of each school year, licensed personnel shall be credited with ten (10) days of sick leave and these leave days, if unused, shall accumulate to ninety (90) days. Unused sick leave over the ninety (90) days shall be reimbursed at \$20.00 per day at the end of each contract year. Doctor's appointments will be treated as sick leave. A doctor's certificate may be requested at any time, at the discretion of the administration.

A total of six (6) of the sick leave days can be used for the following:

1. Death of spouse, child, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, son-in-law, grandchild, grandfather, grandmother, niece, nephew, aunt, or uncle. This applies to either side of the family.
2. Serious illness or surgery resulting in hospitalization within teacher's immediate family including spouse, child, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, son-in-law, or grandchild.
3. Serious accident resulting in hospitalization within the teacher's immediate family including spouse, child, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, daughter-in-law, son-in-law, or grandchild.
4. Illness, accident, or surgery of spouse, parent or child.

In catastrophic situations involving self or immediate family, the superintendent may grant additional days provided the teacher has first utilized personal leave and has sick days available.

In addition, The North Border School District provides medical leave in accordance with the Family Medical Leave Act.

**Leave Without Pay:** Leave without pay is discouraged. When leave without pay is necessary, it will be granted at the discretion of the Superintendent.

## **RELATED BOARD POLICIES AND GUIDELINES**

**Equal Opportunity Employer:** North Border School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or non-disqualifying handicap in its education programs/activities and employment practices. The North Border School District seeks to provide access to all its programs for those interested persons who might have a variety of handicapping conditions. This includes those with impaired vision and hearing loss. Furthermore North Border assures that the district and its employees will not retaliate against any persons who file a complaint regarding these or any other OCR enforced statutes regarding discrimination and/or treatment. Additionally the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any

investigation relating to a discrimination and/or harassment complaint. For information regarding Title IX compliance, or if you have concerns and/or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the Superintendent at (701) 549-3751.

### **Notification of Asbestos Containing Materials**

The North Border School District, being aware and concerned about the health and safety of its patrons, students, and employees, has a program of monitoring and responding to the following hazard as defined by the Environmental Protection Agency, and State and Local Departments of Health.

An AHERA Asbestos Management Plan has been prepared for the school district and has been approved by the North Dakota State Health Department. Superintendent Mr. Brian Wolf is the contact person for any questions and the Management Plan is on file in the school and available for inspection during regular school hours.

### **AAC NONDISCRIMINATION & ANTI-HARASSMENT POLICY**

The North Border School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on a student and/or employee's race, color, religion, gender, national origin, ancestry, disability, age, or other class protected by law.

### **ACBB SIGNIFICANT CONTAGIOUS DISEASES**

No person shall be denied admission as a student, a contract as an independent contractor, or employment solely because they have or they are perceived to have a significant contagious disease. The District prohibits harassment and/or discrimination against an individual diagnosed as having a significant contagious disease on district property, including, but not limited to, district buildings, vehicles, school events, and computer networks. Complaints alleging harassment/discrimination based on a significant contagious disease shall be handled in accordance with the district's Harassment and Discrimination Grievance Procedure.

### **ACDA ACCEPTABLE USE**

Users are provided access to the network to assist them in the performance of their jobs. All users have a responsibility to use district resources and the internet in a professional, lawful and ethical manner.

### **ACEA BULLYING**

No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone, engage in, or tolerate bullying.



As used in this policy:

1. "Bullying" means:
  - a. Conduct that occurs in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    2. Places the student in actual and reasonable fear of harm;
    3. Places the student in actual and reasonable fear of damage to property of the student; or
    4. Substantially disrupts the orderly operation of the public school; or
  - b. Conduct that is received by a student while the student is in a public school, on school district premises, in a district owned or leased school bus or school vehicle, or at any public school or school district sanctioned or sponsored activity or event and which:
    1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
    2. Places the student in actual and reasonable fear of harm;
    3. Places the student in actual and reasonable fear of damage to property of the student; or
    4. Substantially disrupts the orderly operation of the public school.
2. "Conduct" includes the use of technology or other electronic media.

**BCBA PUBLIC PARTICIPATION AT BOARD MEETINGS**

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore are not public meetings but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this board to afford that opportunity in accordance with established procedures.

**DDAE SICK BANK**

The sick leave bank is created to provide participants with paid sick leave in the event of a medical emergency as defined in the policy.

**DEAA ALCOHOL AND DRUG FREE WORKPLACE**

The District prohibits employees from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcohol on district property and grounds, in any vehicle belonging to the District, and at any school related activity.

**DEBA CONFIDENTIALITY**

District employees and service providers must follow confidentiality requirements under Family Education Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA).

## **DEBF          EMPLOYEE SPEECH**

Speech made as a school district employee is not constitutionally protected. The District requires that when staff are acting in their official capacity as school district employees, they shall use sound judgment when making statements pursuant to their official responsibilities. When school district employees make statements as a private citizen about matters of public concern, the District may take disciplinary action if such statements substantially disrupt the educational environment.

## **DHBA          PROFESSIONAL DEVELOPMENT PLAN**

The Superintendent shall develop a professional development plan that contains all the components required by law. Professional development activities may include inservice workshops, a professional library, short-term professional leave, and assistance from consultants. All professional development activities shall be within District budgetary perimeters.

## **DI              PERSONNEL RECORDS**

The Superintendent shall keep a personnel folder for each employee, licensed and classified. The Business Manager shall maintain records required for payroll purposes, for record keeping under the Fair Standards Act, and other laws pertaining to payroll record keeping.

## **DI-BR         PERSONNEL RECORDS REVIEW PROCEDURES**

Personnel records subject to open records laws shall be available during school hours for review by members of the public.

## **FF              STUDENT CONDUCT & DISCIPLINE**

### Prohibited Disciplinary Actions

The Board recognizes that reasonable physical force may occasionally be necessary to guard the safety and well-being of students or employees or to deliver a student to an administrator's office; however, the use of corporal punishment, defined as the willful infliction of physical pain on a student, is not allowed in the North Border School District. Corporal punishment does not include action taken by an employee for self-defense, protection of persons or property, obtaining possession of a weapon or other dangerous object, to quell a verbal disturbance, for the preservation of order, or pain or discomfort caused by athletic competition or recreational activities voluntarily engaged in by a student.

## **GABC         SEX EDUCATION**

In elementary courses where human reproductive organs and their functions and processes are described, illustrated, or discussed, opportunity will be provided for all parents or guardians to request in writing that their children not attend. Instructional materials to be used in family life and sex education will be available for inspection by the parent or guardian during school hours prior to the commencement of the instructional program. Teachers who provide instruction in family life and sex education will have professional preparation in the subject area.

## **KAAA VISITORS IN THE SCHOOLS**

The Board encourages parents and community members to visit district schools to become better informed about day-to-day operations and observe the educational process. Because schools are places of work and learning, visitors shall observe the requirements listed in board policy which are created to ensure the educational environment is not disrupted.

**Advancement on Salary Schedule:** All credits for advancement on the salary schedule must be turned into the Business Manager by August 10<sup>th</sup>.

**Cell Phones:** Teachers shall not have cell phones on during class time.

**Conflict of Interest:** No employee of the Board shall engage in or have a financial interest in any activity that directly or indirectly conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school system.

**Copyrighted Material & Intellectual Property:** The district shall abide by the provisions of copyright law, including Fair Use Standards. The district prohibits illegal duplication in any form. Copyright materials, whether they are print or non-print; published on-line; or in the form of software, music, or another digital medium shall not be duplicated.

**Dress Code:** The School Board feels that the physical appearance presented before students is important. Therefore, all personnel are expected to be well groomed, hair neat and clean, and appropriately dressed for their assignment.

**Evaluation of Professional Staff:** The professional staff shall be evaluated by their immediate supervisor(s) by use of instruments approved by the School Board. These evaluations shall be conducted in conformance with North Dakota law, including the dates specified in the law. The school superintendent may, from time to time visit classes, observe teaching practices and have a part in the formal evaluation of all staff.

The teacher evaluation process should consist of a supervision process including comprehensive teacher-administrator interaction with the improvement of instruction as its main goal. All evaluation processes must be cooperative, with open communication between persons who fulfill the various goals. Criticism by a supervisor should be supported with positive suggestions for behavior changes and a reasonable time allocated to effective change. Formal observations must result in written form, may be supported by documentation, and shall be submitted to the staff member for oral and written reaction and become a part of the personnel file of the teacher. This record will be maintained by the administration. Failure to adjust to documented criticism after a reasonable period of time may result in the administration recommending the contemplated non-renewal of the teacher's contract to the School Board.

**Fundraising:** Any school group or any organization raising funds in the name of the school or on school grounds must request permission from the principal to engage in a fundraising activity. Plans for such activities should be made well in advance of the activity and the total fund-raising efforts in a school must not be a burden or nuisance to students, faculty, parents,

or the community. All proceeds of any approved sale by students or student groups shall be accounted for after such efforts.

Fund-raising campaigns for extraordinary opportunities for educational experiences may be approved at the discretion of the Superintendent. In such cases, the Superintendent will pay close attention to not only the value of the educational experience but also the method to be employed in the fundraising campaign. Fundraising that requires students to go door-to-door will not be approved.

**Grants:** All grants and or requests for donations need principal and superintendent approval before a request or proposal is submitted. Some grants may require Board approval.

**Jury Duty & Witness Duty:** The District excuses employees for Jury/Witness duties as required by state law. Employees have the choice to receive paid/unpaid leave. If employee chooses paid leave they must forfeit jury compensation to the District.

**Military Leave:** Military leave shall be granted pursuant to current state and federal law.

**Nepotism:** No individual shall be hired if the employment would create a direct supervisor-subordinate relationship with an immediate family member who is also an employee. An exception may be made upon the unanimous approval of the Board declaring the exception.

**Outside Employment:** Full time staff shall not carry on, concurrently with their district assignment, any private business or undertaking, attention to which affects the time or quality of their work or which casts discredit upon or creates embarrassment for the District. Employees shall not at any time engage in any employment that would interfere with their effectiveness in performing their regular assigned duties. Employees shall not engage in other employment or in any private business during the hours necessary to fulfill appropriate assigned duties.

**Patron Complaints about Personnel:** Complaints should be resolved at the lowest possible level of authority. Therefore, patrons with complaints about personnel are encouraged to first discuss the complaint with the employee involved. If the complaint cannot be satisfactorily resolved at that level, the complaint shall be directed to the principal or supervisor directly responsible for the supervision of that employee.

**Release of Contractual Obligation:** Termination of contractual obligations prior to the completion of the contract term results in damages to the District which are difficult to ascertain. To fix damages which bear a reasonable relationship to probable costs, the following sum shall be paid by a certified staff member requesting a release from contract in the month of: March thru June, \$700; July, \$750; August, \$800; and September through May \$1000. A certified check or bank money order for the applicable amount set forth above shall be deposited with the business manager prior to Board consideration of the release. The Board may, in its sole discretion, waive part or all of such damage. Nothing herein shall be construed as meaning the Board must release a teacher upon payment of stated damages.

**Sabbatical Leave:** North Border School District may grant a sabbatical leave under the following provisions:

1. Teachers who have been employed by the North Border School District for a minimum of three years may make application to the Board for one school year of sabbatical leave. Requests for sabbatical leave must be received by the school board prior to April 1 and determination of the leave will be made by the school board prior to May 20 of the school year prior to the leave.
2. No salary will be paid to persons on sabbatical leave. Persons on sabbatical leave may participate in the schools Part 125 cafeteria plan at their own expense. No yearly increment will be given for the year of leave.
3. Only sabbatical requests for further study in the assigned areas of teaching or responsibility will be considered.
4. Individuals granted sabbatical leave will be required to notify the Board of their intention to return on or before March 15th of the year of leave.

**Supervision of Students:** It is the intention of the School Board that students shall not be left unsupervised at any time. Supervision is to be provided in the classroom, corridors, study halls, locker rooms, playground, lunchroom, vehicles, and excursions away from school premises. Supervision is normally provided by certified staff; however, responsible adult volunteers and/or paras may be utilized.

Volunteers and paras assigned to supervision duties shall have the same authority as certified staff members. However, discipline problems should be referred to a teacher or administrator.

Volunteers and paras shall not be used in an instructional capacity except as guest lecturers or when under the direct supervision of a licensed staff member.

**Tobacco Free School & Workplaces:** The district shall comply with all applicable tobacco prohibitions contained in state and federal laws. Smoking in district buildings, district owned vehicles, and at activity event, whether indoor or outdoor is prohibited.

**Transfer and Reassignment of Personnel:** Relocation of personnel may become necessary to meet instructional requirements, fluctuating enrollments and for other reasons, including the wishes of employees for opportunities of service elsewhere in the system.

The transfer and reassignment of teachers in the North Border School District will be decided on the basis of the needs of the District and the qualifications of the employee. Consideration may also be given to the employee's expressed desires. When it is not possible to meet all three conditions, personnel shall be reassigned: 1) in accordance with the needs of the district, and 2) where the administration, in consultation with the principal, feels an employee can most appropriately serve.

Staff members who may be interested in other positions within the school system for which they are qualified may request a transfer in writing. The final determination in all transfers will be at the discretion of the superintendent of schools.



## TEACHER JOB DESCRIPTION

REPORTS TO: Principal/Superintendent

JOB GOAL: To lead students toward the fulfillment of their potential for intellectual, emotional, and psychological growth and maturation.

### PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned classes in the locations and at the times designated by the immediate supervisor.
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals establishes clear objectives for all subjects, units, projects, and the like to communicate these objectives to students.
4. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor.
5. Assists the administration in implementing all policies and/or rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom and on the campus in a fair and just manner.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Strives to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
8. Takes necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Refers to district specialists students suspected of learning/emotional problems.
11. Maintains accurate, complete, and correct records as requires by law, district policy, and administrative regulation.
12. Plans and supervises purposeful assignments for teacher aide(s), paraprofessional(s) and/or volunteer(s).
13. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms. Attempts will be made to schedule appointments immediately before or after school.
14. Attends and participates in faculty meetings.
15. Cooperates with other members of the staff and/or district in planning instructional goals, objectives, and methods.
16. Assists in the selection of books, equipment, and other instructional material.
17. Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.
18. Establishes and maintains cooperative relations with other staff members.
19. Provides for his/her own professional growth through an ongoing program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of high learning complying with North Border School's professional growth program.
20. Uses to good advantage for the instruction of students, the preparation time granted during the instructional day.
21. Other duties as assigned by the administration.