

## **INSTRUCTIONAL STAFF**

**FILE: GCAA**

**TITLE: Duties of Instructional Staff**

**POLICY:**

The primary duty of instructional staff is to work diligently and faithfully to help students meet or exceed annual learning goals, to meet state and local achievement requirements, and to master the skills required to graduate from high school prepared for postsecondary education and work. Instructional staff shall also guide students toward economic competence, social acceptability, and responsible citizenship and to provide educational opportunities for all students that lead them to success.

- (1) Each teacher, regardless of teaching field or level, shall actively provide instruction in the basic skills. The basic skills are defined as those curriculum areas dealing with all forms of language communication (such as reading, writing, speaking, listening) and mathematics. Each teacher shall provide students with activities that illustrate the practical application of the skills being taught. In addition, each teacher shall adhere to the following:
  - (a) Utilize and follow the prescribed courses of study and the books and materials adopted and approved by The School Board of Orange County, Florida ("Board");
  - (b) Instruct students in citizenship and administrative and disciplinary rules and requirements of the Board;
  - (c) Provide individualized and small-group instruction in order to adapt the curriculum to the needs of each student;
  - (d) Develop lesson plans and related instructional materials and translate such plans into learning experiences in a manner which best utilizes the available time for instruction;
  - (e) Establish and maintain standards of student behavior needed to achieve a functional learning atmosphere in the classroom;
  - (f) Evaluate each student's academic and social growth, keep appropriate records and prepare periodic progress reports for parents;
  - (g) Communicate with parents and legal guardians through parent/teacher conferences and other means to interpret the school program and to discuss student progress;
  - (h) Identify student needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems;

- (i) Create an effective environment for learning through functional and attractive displays, media, and interest centers;
  - (j) Maintain professional competence through participation in professional development and other professional growth activities;
  - (k) Participate cooperatively with the school administration in establishing evaluation procedures;
  - (l) Properly supervise students in both classroom and out-of-classroom activities during the assigned workday;
  - (m) Administer standardized tests in accordance with state law as well as district programs and procedures;
  - (n) Participate in curriculum development activities, as requested;
  - (o) Participate in the sponsorship of student activities and other school or faculty activities;
  - (p) Utilize technology and current research in instruction;
  - (q) Maintain professional relationship between school and parents/legal guardians;
  - (r) Encourage parental and legal guardian involvement through school activities, connecting home and school; and
  - (s) Perform such other duties as may be assigned, subject to the provisions of the negotiated contract for the instructional bargaining unit.
- (2) Teachers shall exercise the authority delegated them by the principal, as well as certain powers and authority necessary to and inherent in the profession of teaching. Among these are the following:
- (a) To require student participation in the classroom education program;
  - (b) To hold students accountable for their conduct before, during, and after school;
  - (c) To administer or invoke such disciplinary measures as may be within the limits of state law and the Board's Code of Student Conduct and which are just and appropriate;
  - (d) To enforce measures relating to sanitation and safety; and
  - (e) To enforce measures necessary for the protection of property owned or operated by the Board.

- (3) Each teacher shall maintain classroom climate on a basis of mutual respect, consideration, and fairness to the student and teacher alike. Teachers will incorporate best practices to stress rigor, reading, relevance, and relationships.

**SPECIFIC AUTHORITY:** Sections 1012.53 and 1003.32, Florida Statutes

Rule 6A-1.0503, Florida Administrative Code

**TITLE:** Teaching Out-of-Field

**POLICY:**

Each principal shall report to Employment Services at the beginning of each school year, and when a change occurs any time thereafter, the name of teachers who are assigned instructional responsibilities outside the area(s) of coverage on their teaching certificate. Such report shall include the teacher's name, the out-of-field assignment, and the reasons or justification for the assignment.

- (1) The Superintendent shall submit a list of all such staff to the Board and obtain approval for identified staff to teach out-of-field.
- (2) Staff who are assigned or employed to teach out-of-field, and whose area of assignment is subject to the provisions of State Board of Education Rule 6A-1.0503, shall be expected to annually fulfill all requirements therein regarding course work toward certification. An annual contract teacher who fails to meet such requirements on an annual basis shall not be eligible for re-nomination for the subsequent year. A professional service contract teacher who fails to meet such requirements on an annual basis shall not be eligible to teach out-of-field for any subsequent year until the requirements are fulfilled.
- (3) Each principal shall be responsible for annually notifying each parent or legal guardian, in writing, of any teacher who is assigned to a class or program in which their child is enrolled and which is outside the field in which the teacher is certified.

**SPECIFIC AUTHORITY:** Sections 1012.22; 1012.27; 1012.28; and 1012.42, Florida Statutes

**TITLE:** Utilization of Teacher Units

**POLICY:**

Decisions regarding the use of teacher units allocated to the various schools are the responsibility of the principal.

**SPECIFIC AUTHORITY:** Section 1012.28, Florida Statutes

ADOPTED: 11/17/08

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