

Appendix A

PERFORMANCE RESPONSIBILITIES

1. Meets and instructs assigned classes in the locations and at the designated times. (4e)
2. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the district. (2c)
3. Prepares for classes assigned, and shows written evidence of preparation upon request of immediate supervisor. (Domain 1)
4. Teacher models, and maintains acceptable standards of classroom behavior. (2a and 2d)
5. Employs a variety of instructional techniques, materials and equipment consistent with student needs appropriate for the setting. (Domain 3)
6. Teaches in a manner consistent with the district's philosophy of education and curriculum. (1a)
7. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities. (2c)
8. Monitors and assesses student progress on a regular basis. (3d)
9. Maintains accurate and complete records as required by law, district policy and administrative regulation. (4b)
10. Assists in upholding and enforcing school rules, administrative regulations, and board policy. (4e)
11. 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. (4c)
12. Attends and participates in faculty meetings. (4d)
13. Displays punctuality, promptness, and dependability. (4e)
14. Collaborates with colleagues in planning, modifying when appropriate, implementing, and assessing educational tasks. (4d)
15. Modifies curriculum and instruction to meet individual student needs. (Domain 1 and 3e)
16. Assists in the selection of books, equipment and other instructional materials. (1d)
17. Accepts a share of co-curricular activities as assigned. (4d)
18. Establishes and maintains open lines of communication with staff, students and parents concerning academic and behavioral progress. (4c and 4d)
19. Establishes and maintains cooperative relations with others. (4d)
20. Maintains and improves professional competence. (4e)
21. Models mature professional conduct. (4e)
22. Demonstrates an ability to adapt and adjust to a variety of environments in a flexible manner. (3e and 4a)