

# POLICY GUIDE

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RIVER VALE BOARD OF EDUCATION  
TEACHING STAFF MEMBERS

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3270 Professional Responsibilities

## 3270 PROFESSIONAL RESPONSIBILITIES

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

All teachers are expected to complete the necessary activities of their position, either from within and/or outside the school day, that will allow their services to be delivered to students and families in a professional manner, including the planning for instruction, arranging extra-help for students, maintaining their license and credentials, completing individual professional development activities and communicating with families.

All teachers are required to maintain and use an updated curriculum guide for preparation of lesson plans for each subject taught. Lesson plans must include objectives which specify what pupils should know, or be able to do, at the completion of that lesson. Lesson plans should be prepared in enough detail with enough clarity to enable a substitute teacher to carry on the program during the absence of a teacher.

When the teacher plans to use materials not included in the curriculum guide, he/she should list these materials in the lesson plan.

The Building Principal shall check lesson plans on a regular basis.

The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

1. During the work day, teaching staff members may be assigned extra or alternative duties by the Principal in accordance with Board Policy No. 3134;
2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Principal;
3. A teaching staff member who is excused from attending a faculty meeting must meet with the Principal the following day to review the topics covered at the meeting.

Teaching staff members who are assigned as department heads or who are assigned to work on curriculum revision during the regular school day will be given an appropriate reduction in teaching assignments.

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