



Spectrum Academy Board of Directors		
Policy: Teacher Duties		
Approved: 5/20/2020	Revised:	Monitoring: Bi-Annually

I. Purpose

Spectrum Academy Board of Directors desires to give clear direction and expectations to teachers in order to allow for proper planning, organization, and implementation of an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential.

II. Policy

Teacher duties are performed under the supervision of the principal. Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Plan, prepare and deliver lesson plans and instructional materials in accordance with the School's MTSS policies and procedures.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures as outlined in the Behavior Support Policy and Procedures Manual, and in accordance with training and direction provided by the behavior specialists.
- Maintain discipline in accordance with the rules and disciplinary systems of the school. □
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development and submit report cards and progress notes by specified deadlines.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare Individual Education Plans 5 days in advance of the scheduled meeting
- Participate in department, school, district and parent meetings.



- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate students' performance and development.
- Assign and grade class work, homework, tests and assignments.
- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in required professional development activities.
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned.