

Code 14 - DUTIES AND RESPONSIBILITIES

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14.01 DUTIES AND RESPONSIBILITIES: PRINCIPALS

The principal is the administrative and professional leader of the school, and as such, he/she is directly responsible to the Superintendent for its successful operation. The major effect of the principal is in the field of educational leadership and supervision, with stress on the improvement of teaching and learning. To bring about this improvement, he/she should call upon all of the resources of the school division.

A. *Supervision of Instruction*

The primary duty of the principal is to develop and implement an effective instructional program appropriate to the pupils in his/her school. Careful attention should be given to the supervision of teachers and other instructional personnel working in the school, including both full and part-time personnel.

B. *Supervision of School Property*

Principals have general supervision of the grounds, building, and appurtenances of the school, and are responsible for his/her neatness and cleanliness. The safety of the children is a primary responsibility, and school premises should be inspected regularly, giving careful attention of safety factors. When repairs are needed, principals should notify the designated person in the office of the Superintendent.

C. *Make Recommendations*

Principals may submit recommendations to the Superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his/her supervision.

D. *Other Duties*

Principals also perform the following duties:

1. Collect data, prepare and complete attendance reports as required by the Superintendent or by law.
2. Conduct, under the direction of the Superintendent, studies and investigations to improve instructional procedure.
3. Establish and maintain proper relationships between the school, the home, and the community.

14.01 DUTIES AND RESPONSIBILITIES: PRINCIPALS

D. Other Duties (continued)

4. Keep an accurate record of all non-resident pupils in the school and enroll no such pupils without an official permit from the designated person in the office of the Superintendent.
5. Supply the Superintendent's office with pertinent information whenever pupils are suspended and referred there.
6. Receive all patrons calling at the school and, when requested, arrange for conferences between patrons and teachers.
7. Hold fire drills and submit drill reports promptly.
8. Organize the school for civil defense in accordance with the latest bulletin published by the Virginia State Department of Education and in accordance with such supplementary regulations as may be issued by the office of the Superintendent.
9. File, in the administrative office, all required reports.
10. Attend all meetings called by the Superintendent.
11. Arrive at school long enough before the regular opening hour and remain there long enough after dismissal to arrange for proper supervision of activities of pupils from the time the latter arrive on the grounds until they leave.
12. Perform such other duties as may be assigned by the Superintendent pursuant to the rules and regulations of the School Board.

Dated 7/18/83
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.24. Supervision
Code of Va., Section 22.1-293 B and D. School Boards Authorized to Employ
Principals and Assistant Principals; License Required; Powers and Duties

14.02 DUTIES AND RESPONSIBILITIES: TEACHERS

The teacher has the responsibility to lead students toward the fulfillment of his/her potential for intellectual, emotional, psychological, and social growth. Teachers are responsible for stimulating maximum learning on the part of the pupils assigned to them by providing a good environment and by guiding sound curriculum experiences and activities in the classroom, the school, and the community. The teacher reports to the building principal or other designated person.

Major duties and responsibilities of the teacher are to:

1. Meet and instruct assigned classes in the locations and at the times designated.
2. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the division, with responsibility for the order and progress of his/her classes.
3. Prepare for classes assigned, and show written evidence of preparation upon request of the immediate supervisor.
4. Assist students in setting and maintaining standards of classroom behavior.
5. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities with responsibility for the neatness of his/her room and the proper care of all furniture and supplies.
6. Evaluate student progress on a regular basis.
7. Employ 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.
8. Maintain accurate, complete, and correct records as required by law.

(cont.)

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14.02 DUTIES AND RESPONSIBILITIES: TEACHERS (continued)

9. Be available to students and parents for education-related purposes outside the instructional day when required or requested to do so under the reasonable term.
10. Comply with and enforce school rules, administrative regulations, and School Board policies.
11. Attend and participate in faculty meetings as well as other professional meetings called by the administrative staff.
12. Cooperate with other members of staff in planning instructional goals, objectives, and methods.
13. Assist in selecting books, equipment, and other instructional materials.
14. Establish and maintain cooperative relations with others.
15. Accomplish reasonable special assignments as assigned by the principal.
16. Provide for his/her own professional growth through an ongoing program of study, including workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
17. Perform other school duties as assigned.

Dated 7/18/83

14.03 DUTIES AND RESPONSIBILITIES: STUDENT TEACHERS

A student from an approved institution of higher learning may take practice teaching, practicum, or field work in the Richmond Public Schools upon approval of the Superintendent and under such regulations as the Superintendent shall set forth to ensure that the progress of the pupils in any class is not adversely affected.

1. Teacher training institutions desiring to place students in Richmond Public Schools should begin by contacting the the Human Resources Department.
2. To make the program effective and beneficial to both the student teacher and the school division, full approval of the principal and supervising teacher shall be secured.
 - (a) An understanding should be reached as to the hours during the day and the length of time a student teacher shall be working in any school.
 - (b) No student teacher shall be accepted by any Richmond Public School until the principal has approved the application sent it to the Human Resources Department.
3. Schools assigned student teachers shall work cooperatively with the representative from the teacher training institution in supervising the student teacher. Supervising teachers should not leave the responsibility for supervising students to a student teacher by being absent from the classroom until such time as the student teacher is capable of managing the classroom and has demonstrated competence in doing so.

Dated 7/18/83

See: School Board Bylaws and Policies, Section 7.05. Practice Teachers