

PROFESSIONAL RESPONSIBILITIES OF IRVING ISD PROFESSIONALS

PROFESSIONAL RESPONSIBILITIES TO THE BOARD OF TRUSTEES

The governing body of the Irving Independent School District is a seven-member board of trustees elected by registered voters of the Irving Independent School District by place number on a rotating basis for three-year terms. Trustee elections are held on the first Saturday in May each year. School board vacancies occurring in the District between elections are filled by appointment of the majority vote of the remaining board members.

Regular meetings of the school board are held the first and third Mondays of each month at 7:00 P.M. in the boardroom of the administration building. The public, and especially members of the teaching profession, are encouraged to attend. Special meetings are called, when necessary, to conduct business outlined on an agenda and posted prior to the meeting. These meetings are also open to the public.

The teacher has a responsibility to the school board to adhere to and enforce all policies of the board. The teacher also has a professional responsibility to stay informed of school board actions by reading both the local newspaper and material provided by the school district's Public Information Department concerning school board action.

PROFESSIONAL RESPONSIBILITIES TO CENTRAL ADMINISTRATIVE STAFF

The central administrative staff as referred to here includes the Superintendent of Schools and the assistant superintendents for personnel, teaching & learning, and support services. Also included are the directors of teaching & learning (elementary and secondary) and campus operations pk-12.

As the superintendent is charged with the responsibility for implementing the policies of the Board of Trustees, so is the teacher responsible for adhering to and enforcing all board policies.

The teacher's responsibility to the Assistant Superintendent for Teaching & Learning includes being an active participant in all inservice programs and cooperating with all activities related to the curriculum and instructional program of the school district.

Teachers have a responsibility to the Assistant Superintendent for Support Services to provide input for budgeting purposes when requested. If the teacher initiates purchases for school materials, supplies, or equipment, it is the teacher's responsibility to see that the correct procedure is followed to request, order, and purchase such items. The school principal or other designated administrator can provide information to the teacher as to what procedure is to be followed on specific purchases.

The teacher is responsible for providing the Assistant Superintendent for Personnel and Administration the necessary items for the teacher's personnel file. The teacher is responsible to the directors of curriculum & instruction for cooperation in implementing the instructional program and related activities.

Teachers also have the responsibility to the principal and other school administrators to keep accurate records concerning those matters for which the teachers account and to cooperate in all school programs under the supervision of the school administration. Teachers are responsible for

abiding by and enforcing all building rules and regulations and adhering to all procedures outlined by the school's administration.

PROFESSIONAL RESPONSIBILITIES TO ADMINISTRATORS

The teacher is responsible to the building principal for planning, implementing, and evaluating the many learning experiences and activities which have as their objectives the improvement of instruction and the establishment of an educational program that will strive to meet the needs of each student.

Every attempt should be made to resolve differences and disagreements between teachers and school administrators at the building level. When a difference cannot be resolved at the building level, it is the responsibility of the principal to inform the Superintendent of Schools, consultants, or other appropriate administrators of the situation to facilitate action toward a suitable solution.

PROFESSIONAL RESPONSIBILITIES TO OTHER TEACHERS

Much of the effectiveness of the instructional program is dependent upon the continuity that exists between grade levels and between subject matter areas. Therefore, it is mandatory that teachers cooperate fully with each other in both instructional and non-instructional matters related to school. The instructional program is more effective and operates with added ease when all instructional personnel are cooperating fully and working toward the common goal of providing the best possible education for students.

PROFESSIONAL RESPONSIBILITIES TO INSTRUCTIONAL COORDINATORS

The Irving Independent School District has instructional coordinators who specialize in assigned areas. Teachers should discuss specific instructional problems with team leaders, department chairpersons, or principals. Together these persons may decide to contact the appropriate coordinator for assistance.

Some instructional programs require that teachers work very closely with coordinators on a continuing basis. These teachers, in particular, may have responsibilities for providing information for coordinators, keeping specific educational data, and carrying out instructional plans worked out between the teacher and coordinators.

PROFESSIONAL RESPONSIBILITIES TO SCHOOL LIBRARIANS

If all the components of the educational experience of the pupil are to be formed and fitted together, there must be continual communication between the several staff members who administer to each pupil. The library media specialist serves as a resource person to all staff members and students, helping them in the utilization of their various abilities, personalities, and teaching styles in the most dynamic way.

PROFESSIONAL RESPONSIBILITIES TO SCHOOL NURSES

The school nurse serves, as both an agent for caring for the health needs of students and as a resource person with whom teachers may consult concerning health or safety in general or as

related to one or more students. Teachers are to cooperate with the school nurse by making students available, providing requested information, and assisting in getting students to return health forms.

PROFESSIONAL RESPONSIBILITIES TO THE PARENT/GUARDIAN

The superior education of students is only possible when both school personnel and the parent/guardian cooperate to encourage and guide the child in the development of the child's full potential. Therefore, teachers have a responsibility to keep the parent/guardian informed about the child's progress at school and to seek information from the parent/guardian that will aid in planning the child's educational program. If a problem develops with a child, the teacher should contact the parent/guardian during the earliest stages of the problem so that the parent/guardian will be informed of the situation and will have an opportunity to offer assistance in working toward a solution. Teachers are encouraged to maintain continuous contact with the parent/guardian on matters of high student achievement as well as low achievement or other problems which may arise concerning the student.

PROFESSIONAL RESPONSIBILITIES CONCERNING ELECTED OFFICIALS

Much legislative reform is currently taking place in the field of education and teachers have a responsibility to make their opinions known to legislators. Teachers, of course, are encouraged to take part in the election process and also to make contact with their representatives to encourage legislation that promotes education. It is suggested that hand-written letters are more effective than typed letters. Teachers may request the name and address of their legislative representatives from their school principal.

PROFESSIONAL RESPONSIBILITIES TO INSTRUCTIONAL ASSISTANTS AND VOLUNTEERS

The teacher is responsible for the educational practice in the classroom at all times. Therefore, the instructional assistant or volunteer assists and supports the teacher but does not assume primary instructional responsibility, even though the instructional assistant or volunteer may hold appropriate degrees and certificates. The teacher may delegate to the instructional assistant or volunteer the performance of teaching/learning responsibilities if the assigned duties and responsibilities are based upon specific instructional plans which are supervised by the teacher. Assignments given to instructional assistants must be consistent with their competencies and job descriptions, and assignments given to volunteers must be consistent with the understanding that exists between the teacher and the volunteer concerning the role of the volunteer in the school program.

Examples of the responsibilities that may be assigned to instructional assistants and volunteers include recording performance scores, preparing instructional materials, maintaining equipment, and assisting in instructional activities under the direction of the teacher.

PROFESSIONAL RESPONSIBILITIES TO SCHOOL SECRETARIES

The duties and areas of responsibility of the school secretary vary greatly with the size of the school. Therefore, the amount of interaction between the teacher and the school secretary will vary from school to school. However, regardless of the school assignment, the teacher has the responsibility for providing information requested by the school secretary and distributing informational notes to students or making announcements to students concerning school-related

functions. In the event the school secretary offers clerical support to the teacher, the teacher should strive to give sufficient notice to allow the secretary adequate time to complete the desired work.

PROFESSIONAL RESPONSIBILITIES TO CAFETERIA MANAGERS

The effective operation of the school lunch program depends in part on the cooperation between the school cafeteria staff and school personnel and students. If students are assigned to teachers at the lunch period, teachers are responsible for seeing that the students arrive and depart from the school cafeteria at the designated time. Teachers must also be responsible for seeing that students maintain appropriate behavior in the lunchroom and take care of returning their lunch trays and utensils in the proper manner.

When a teacher has planned a field trip or other activity which will require students to be away from the school during the lunch period, the teacher must notify the principal so that the school cafeteria manager can be notified and order less food for that day. Notice should be given at least two weeks in advance unless special circumstances are approved by the school principal or his designee.

PROFESSIONAL RESPONSIBILITIES TO SCHOOL CUSTODIANS

Because a clean and tidy environment is a necessary part of an effective instructional program, teachers have responsibility to cooperate with the school custodians to achieve and maintain such an environment. Teachers should also encourage students to do their part in keeping their school clean and in seeing that school property is taken care of properly.