

# POLICY GUIDE

TEACHING STAFF MEMBERS

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Professional Responsibilities

Feb 76

Apr 84

Jan 89

Jun 22

## 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.

Teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare regular lesson plans. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans shall be subject to review by the teaching staff member's Principal or designee and/or immediate supervisor as assigned by the Superintendent.

During the work day, teaching staff members may be assigned extra or alternative duties by the Principal or designee in accordance with Policy 3134. Teaching staff members are to attend every faculty meeting unless expressly excused by the Principal or designee.

N.J.S.A. 18A:27-4

N.J.A.C. 6A:9-3.3

Date Adopted: 2/16/76

Date Revised: 4/9/84, 1/16/89, 8/22/22

