

## **G-16 PROFESSIONAL STAFF POSITIONS**

All professional staff positions are created only with the approval of the Board. It is the Board's intent to activate a sufficient number of positions to accomplish the school district's goals and objectives.

Before any new position is established, the superintendent will present for the Board's approval a job description for the position which specifies the job holder's qualifications, the job's performance responsibilities, and the method by which the performance of these responsibilities will be evaluated.

The Board also instructs the superintendent to maintain a comprehensive and up-to-date set of job descriptions of all positions in the school system.

It shall be the duty of each teacher in the Plainfield Community School Corporation to educate and discipline the students who are entrusted to him or her and present his or her instruction with special emphasis on honesty, morality, courtesy, obedience to the law, respect for the national flag, the Constitutions of the United States and of Indiana, respect for parents and the home, the dignity and necessity of honest labor and other lessons of steadying influence, which tend to promote and develop an upright and desirable citizenry.

Teachers in their daily contact with students have the chief responsibility in the instructional program and in public relations. To this end they shall:

1. Know each student and plan toward his or her development as the best possible citizen in a democracy.
2. Build good home-school relations by attention to the quality of living and learning with the students in the classroom from day to day.
3. Interpret to parents through individual or group conference the student's total growth and progress in the instructional program.
4. Cooperate with the administrative and supervisory staff in the proper functioning of all accepted policies, regulations and procedures of the school system.
5. Seek help in problems of instruction and child adjustment from coordinators, consultants, and principals. Take problems to building principals first before using other administrative channels.

6. Share with other members of the building faculty the responsibilities for making their school function as a unit.
7. Keep accurate reports and complete records.

SOURCE: Plainfield Community School Corporation  
Plainfield, IN  
ADOPTED: Prior to 08/10/66  
REVISED: 08/01/72, 06/12/79, 01/25/90, 04/13/06