



UNION SCHOOL

Port-au-Prince, Haiti

General Job Description for all Faculty

Goals: All faculty members have as their primary goal **the total development of the student** with an emphasis on his/her academic development by teaching that portion of the school program for which they are responsible.

General duties listed here are taken from the UNION SCHOOL **Teachers' Handbook** and will form the basis for yearly evaluation by the **Principals**. It is the **responsibility** of each faculty member to be familiar with these duties and to carry them out.

1. **Arrival and Departure: School Hours**

All Staff will report by **7:30 a.m.** and sign in at the front desk. They will remain on campus until **3:00 p.m.** on Monday, Tuesday, and Thursday. **Every Wednesday** all staff members will remain on campus until **4:15 p.m.** **Friday** dismissal is at **2:30 P.M.** Staff must sign out when leaving.

2. **Special Duties and Sponsorships:**

Teachers will be asked to **sponsor** a homeroom, an activity, an organization, or serve on a committee. Teachers are encouraged to volunteer in any area in which they are interested. Special duties will be assigned at the beginning of the year (ex. Yard duty, homeroom, etc.). Teachers are asked to supervise after-school and Saturday detentions.

3. **Class Record Books:**

A class record book is considered to be a legal document and must be carefully maintained and secured by every teacher. **Under no circumstances should a student be allowed access to it.** In case of fire drill or emergency, the teacher should carry the class record with him/her. The class record book must be returned to the main office at the closing of the school year or termination of contract. These books are also used to record the period attendance.

4. **Lesson Plans:**

All teachers will have to submit weekly lesson plans by Monday of every week. Plans must be available when a substitute teacher comes in. Elementary teachers will submit plans to the Elementary Principal, Secondary teachers to the Secondary Principal, and LC teachers will submit plans to the LC coordinator. Teachers are also responsible to produce Emergency Lesson Plans. They are to be updated quarterly. Lesson plans should follow the format of the lesson plan template included in the handbooks.

5. **Evaluation of Student Progress:**

The academic year is divided into four grading periods called quarters. Students are evaluated formally and receive a report card at the end of each quarter. A written progress report is distributed in the middle of each quarter so that parents get an account of their child's progress approximately every four weeks.

5. **Report Cards:**

Accurately recording grades onto report cards are the responsibility of each individual teacher. Grades are to accurately reflect the child's **academic performance only**. Comments are used to note **effort and conduct**. We encourage you to write comments for each student. Positive constructive comments should be included where appropriate. Comments **must**, however, accompany any **failing** or **unsatisfactory grades**.

6. **Progress Reports:**

Progress reports are to be sent home to parents quarterly as designated by the administration. It is up to the **homeroom teachers** to initially monitor the return of progress reports. If they are not returned despite reminders to students, the Principal should be notified. It is vital that teachers maintain contact with parents of students who are performing poorly, in danger of failing the quarter, semester or year, or actually failing at any time during the year. **All conferences** with parents or students must **be written up**, and such reports are to be **filed** with the **Principal and Guidance Counselor**.

7. **Student Supervision:**

Students must be **supervised at all times** in the classroom, in the hallways, on the playground, and elsewhere on school property during the school day. Teachers will be on duty during all school hours, all school activities, and at other reasonable times as requested by the Administration. The teacher using professional judgement must deal with any disturbing or dangerous situation. Under no circumstances should students be left unsupervised in the classrooms or during outside activities.

8. **Final Examinations/Tests:**

Schedules for final examinations will be made up by the administration with the cooperation of all the teachers involved. All final examination material should be handled with special care to maintain the integrity of the examination. **Teachers are responsible for the copying of their own quizzes/tests/exams**. They are not to be given to the Duplicating Room Attendant.

9. **Curriculum:**

All faculty members are expected to **teach the prescribed curriculum**, unless given special permission to do otherwise by the Principal. They are of course encouraged to enrich it by using supplementary materials and by using their own methodologies as long as they are pedagogically sound. All reading materials not on our reading list must be approved by the designated Principal.

10. **Classroom Observations:**

The Principals will carry out classroom observations several times each year according to the teacher evaluation policy. At times observations will be announced in advance, but they may also take place unannounced. When they are scheduled, the lesson plan and any materials in use should be available for the Principal. A conference with the teacher will follow the observation, and a written report of the observation will be made available to the teacher. The director will also visit classrooms.

11. **Reports:**
Teachers should submit **written reports** to the Principals' office concerning accidents, important student observations, parent conferences, disciplinary incidents in-school or out-of-school, etc. as they occur.
12. **Records:**
Teachers should keep complete and **accurate attendance** and academic records. All plan and record books are the property of UNION SCHOOL and must be kept in an orderly and easy-to-read style. Plan-books must be easily accessible in case of teacher's absence.
13. **Role Models:**
All Union School teachers should consider themselves **role models** for all of our students. The manner of dress, use of language, general behavior teachers exhibit should at all times be professional and in keeping with the image we wish to have in this community, reflecting pride in our school. **No gum chewing in school**, this pertains to staff also. Teachers are strongly advised not to smoke or drink in the presence of students on and off campus.
15. **Dress Code:**
At Union School the dress code for professionals tends to be on the conservative side. School attire can best be described as being "business casual". Male professional staff members are expected to wear long pants, sports shirts (no T-shirts), shoes and socks. Long hair and/or ponytails and earrings are not acceptable for males. Likewise, tight fitting or revealing clothes and excessive jewelry and beads are no acceptable attire for female staff members. The use of body piercing and tattoos are not acceptable for either sex. In all, the staff's attire must be such to be presentable and acceptable for any eventual occasion that occurs during the workday. Clothing should be comfortable but professional. **Flip-flop, sandals, jeans, spaghetti strap shirt, or low cut shirts, and spandex pants are not allowed.** We remind all, if it is not acceptable for the students then it is not for our staff members. Please work with us !
16. **Professional Standards:**
Each staff member must **maintain personal professional standards of development and growth** by participating in school-sponsored staff development activities. The school encourages all staff members to continue their professional development out of UNION SCHOOL as well.
17. **Faculty Handbook:**
The Faculty Handbook aims to serve the faculty as **a guide on school procedures and rules**. It should be consulted for all matters that relate to carrying out the teacher's responsibilities.
18. **Use of Supplies:**
Supplies are kept in storerooms and the areas are off-limits to everyone except authorized staff in order for the inventory to be properly maintained. **Supplies** will be distributed to the faculty upon **written request**. Requests must be submitted at least 24 hours in advance.

19. Absence:

All teachers should notify their respective principal/coordinator and also the General Administrative Assistant as soon as they know that they will be absent. **If a teacher is absent, he/she is responsible for notifying the school if the absence will continue into the next day by 2:00 p.m.** If notice is given, a substitute may be contacted for the next day at the teacher's expense. The regular teacher is responsible for providing the substitute with necessary materials, plans, books, etc. to carry on with the class.

Teachers may request permission of the administration to be absent during school hours for legitimate reasons such as attendance at funerals, family emergencies, etc.

However, doctor's appointments and other personal obligations should be handled outside of school hours. Any absences before or after holidays will be considered as administrative leave and will not be paid. Personal leave may be granted upon written request for such leave at least two weeks in advance. The proper form for this request is available from the Administrative Assistant. **No personal leave may be taken the last months of school (May and June).** All leave requests must be approved by the administration. **Two** personal leave days are authorized per year. **Three** other days are available for family emergencies such as serious illness, death in the family, etc.

20. Meetings:

Teachers are required to attend scheduled meeting and special meetings **unless they are excused by the administration.** These include faculty meetings, general assembly meetings, special committee meetings, Board meeting (on request), etc.

21. Responsibility toward School Property:

Staff members are responsible for all materials and keys entrusted to their care & keys issued to them during the year. They are cautioned against lending their keys to students. **All keys are to be left at school at the end of the day.** All educational materials assigned to a teacher at the beginning of the school year must be returned at the end of the year. Items not returned will have to be paid for.

22. Homework:

Teachers should assign homework appropriately, i.e. in quantity that is reasonable and that pertains to instruction already given in class. A student will tend to consider homework important only if the teacher does. Homework needs to be corrected and returned to students in a reasonable period of time.

23. Parent Conferences:

As a school, we keep parents regularly informed of student progress. Teachers are required to hold parent conference in all cases of possible failure, or continued discipline problems. Elementary conferences are automatically scheduled with all parents at the end of the 1st and 3rd quarters.

24. Grading:

Grading should be carried out fairly and consistently. Students should be given careful explanation of the teacher's grading procedure at the beginning of the year. Written work should be returned to students, graded and with a clear explanation of where mistakes have occurred. It is far more effective to assign less written work and make it more meaningful than to load students with busy work which you don't intend to grade. Grading criteria must be submitted to the Principals and Guidance Counselor.

25. Discipline:

Teachers are responsible for reviewing carefully the established guidelines in handling discipline. Teachers are first and foremost responsible in making sure students respect the school's disciplines.

26. Substitute Teachers:

Teachers are responsible for providing a 3-day lesson plan for the subsequent substitute. The material in the Teachers' Handbook on substitute teachers should be reviewed in order to become familiar with the responsibilities in regards to substitutes.

27. Classroom Atmosphere:

Each Union School teacher should maintain a classroom atmosphere, which is conducive to learning. Control is expected; discipline is required. At the same time, we encourage students to participate, express themselves in an acceptable manner, and feel comfortable in the learning environment we create.

Teachers must engage in active teaching. It is the teacher's responsibility to teach the curriculum.

28. Drug-Free /Workplace:

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in our work place and actions will be taken against employees for violation of such prohibition. All employees will:

- 1) Abide by the terms of this statement
- 2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Within 30 days of receiving notice regarding #2, with respect to any employee who is so convicted, - the school will:

- Take appropriate personnel action against such an employee, up to and including termination, or

29. Smoke - Free Workplace

Union School is a smoke-free institution. No smoking is allowed on school grounds. Smoking on campus will result in immediate termination of contract.

Remember that for some students, we are the only positive adult role models they have. They will probably remember what we do, who we are, but not necessarily what we say.