



**WINDHAM SCHOOL
DISTRICT**

NUMBER: SD-09.01 (rev. 1)

DATE: October 26, 2016

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**SUPERSEDES: SD-09.01
May 3, 2011**

SUPERINTENDENT DIRECTIVE

SUBJECT: RESPONSIBILITIES OF THE TEACHER

**AUTHORITY: Tex. Edu. Code Chapter 19; Windham Board Policy (WBP)-03.02,
“Windham School District Superintendent Responsibilities and Authority”**

APPLICABILITY: Windham School District (WSD)

POLICY:

The primary function of a teacher is to provide students with opportunities for maximum development and growth through relevant learning experiences. WSD courses are competency-based and will be taught in accordance with evidence and research proven competency-based instructional delivery methods in a collegial and professional educational environment.

PROCEDURES:

WSD teachers will:

- I. Utilize district-approved classroom management techniques to promote an environment conducive to learning and positive student behavior.
- II. Promote student development of personal qualities such as responsibility, self-esteem, sociability, self-management, integrity, and honesty through example, discussion, and classroom association.
- III. Collect and review all available student assessment data regularly in order to design appropriate interventions for students and to determine their course progress.
- IV. Utilize instructional materials and methods based on a student’s ability as indicated by the student’s educational achievement assessments, course or objective pre and post-tests, district course mobility guidelines, and performance in class.
- V. Explain and discuss with the students the rules and regulations of the school as authorized by the appropriate school administrators or Texas Department of Criminal Justice (TDCJ) wardens and implement the rules in class.

- VI. Provide a variety of instructional differentiated activities which enable all students to master the course objectives.
- VII. Utilize district-approved curricula with fidelity and supplement with innovative resources as needed and approved.
- VIII. Use engaging materials and resources as well as an appropriate combination of direct teaching, differentiated instruction and activities, large and small group work, individual assignments, and computer assisted instruction appropriate for 21st century learners.
- IX. Develop lesson plans as described in Operating Procedures (OP)-09.05, “Instructional Planning,” maintain attendance records in accordance with OP-09.02, “Student Attendance Accounting,” and submit other types of reports directed by WSD policy or requested by appropriate administrative personnel.
- X. Develop objectives for students to meet educational and career goals.
- XI. Design re-teaching activities as needed to ensure student success.
- XII. Coordinate instructional efforts with other teachers on their campus to ensure students are receiving a comprehensive pathway to their educational goals and that lesson scope and sequence follow district-approved guidelines and are not duplicative.
- XIII. Employ appropriate instructional strategies and the use of appropriate curricular resources for students with disabilities per their Individualized Education Program as prescribed by their Admission, Review, and Dismissal Committee, for English language learners as prescribed by their Language Proficiency Assessment Committee, and for students who require accommodations under Section 504 of the Rehabilitation Act as prescribed by the student’s 504 Committee.
- XIV. Maintain student progress records as appropriate for the teaching assignment(s).
- XV. Never leave the classroom unattended.
- XVI. Keep classroom and shop areas clean, orderly, and aspirational, and ensure that all safety and security procedures are enforced at all times.
- XVII. Execute testing responsibilities in accordance with all testing policies and procedures, including those addressed in SD-10.02, “Educational Achievement Testing” and SD-10.03, regarding high school equivalency assessments.
- XVIII. Ensure that all instructional strategies and professional activities are aligned with the District Strategic Plan, the Division of Instruction District Improvement Plan, and the Campus Improvement Plan goals, performance objectives, and accountability measures.
- XIX. Participate in district-wide and campus planning as directed.

- XX. Follow all directives for participating in district curricular activities and other district initiatives.
- XXI. Work collegially with co-workers, supervisors, administrative staff, TDCJ staff, and all other stakeholders, including utilizing effective and courteous non-verbal, verbal, and written communication.
- XXII. Ensure that all communications, requests, and approvals follow the appropriate chain of command.
- XXIII. Employ equitable treatment of all staff and students.
- XXIV. Perform any professional duty directed by appropriate administrative personnel including duties required by statutory law or the Texas Education Agency.

Signature on file
Dr. Clint Carpenter, Superintendent
Windham School District