

SECONDARY/POST SECONDARY TEACHERS AND COORDINATORS

Instructional

The primary responsibility of the teacher is to teach his/her assigned courses to the best of his/her ability. This responsibility is greater than all other responsibilities assigned. The teacher shall devote all of his/her professional capabilities, time, and talents to provide a program of meaningful learning opportunities to each student. The coordinators of special services shall do the same in their assigned areas.

Teachers, as professionals, shall behave in a manner consistent with the Code of Ethics of the Educational Profession, Oklahoma School Law, and the rules and regulations of the school district.

Some Defined Duties

1. It is the duty of the teacher/coordinator to stay informed concerning the rules, policies, and regulations governing the Great Plains Technology Center and insure that these rules, regulations, and policies are adhered to by all students.
2. During school hours, teachers/coordinators shall devote their time exclusively to school duties. Teachers/coordinators shall not work on personal projects during the hours they are in charge of students. Reports and plans are to be worked on during planned preparation periods. Teachers will provide an instructional plan for substitute teachers for all absences.
3. Teachers/coordinators shall be responsible for the discipline/control of their students, but may consult with the administration when it is necessary to do so. Teachers shall document all disciplinary actions in SchoolIDESX.
4. Teachers hours are from 8:00 a.m. to 4:00 p.m. daily or as assigned by administration. Employees are expected to be at work the entire time they are scheduled and shall require administrative approval to leave early.

Instructional and support staff hours are 8:00 a.m. to 4:30 p.m. or as assigned.

5. Teachers/coordinators shall be responsible for the proper care of all books, apparatus, computers, supplies, tools, equipment, and furniture furnished by the school district.
6. Secondary students will not be allowed to leave campus without proper approval from their instructor and the Student Office. Adult students must clear with their instructor before leaving the school grounds during class hours.
7. When an employee finds it necessary to be absent from duty due to illness or unavoidable cause, he/she shall notify the school operator at the earliest possible time. This should be done before 7:30 a.m. Arrangements for substitutes will be made through the administration office. If it becomes necessary to be absent more than one day, the Administration is to be notified by 3:00 p.m. the day preceding the next absence so the substitute can be requested to return. A current

Emergency Lesson Plan must be on file with administration to cover emergency absences.

8. Teachers/coordinators will not loan or borrow GPTC school property without the Superintendent or his designee's approval.
9. The teacher/coordinator will be responsible for the assessment of students according to policies and instructions given by the Board of Education through the Superintendent.
10. Teachers/coordinators involved in live project activities have the responsibility to insure that no project be accepted without prior administrative approval. All policies and procedures established for live projects by this administration are to be adhered to without exception.
11. It is the responsibility of the teacher/coordinator to meet certification requirements and provide official, up-to-date transcripts and current teaching credentials to be maintained in their personnel file.
12. It is the responsibility of teachers/coordinators to supervise the activities of their students at all times, especially while students are working in the shop area and/or on live projects. During breaks and other times that the teacher is out of the shop, work on equipment shall be stopped and the shop will be locked. No one is to be left working in a shop or lab during break time.
13. It will be the responsibility of the teacher/coordinator to utilize an approved electronic grade book system to allow students and parent access to student academic information.
14. It is the duty of the teachers/coordinators to attend all educational meetings called by the Superintendent and/or his/her designee and to cooperate with them in the development of the educational interests of the school.
15. It is the duty of the teachers/coordinators to support the instructional program of the school and actively participate in all programs, meetings, and activities called by the administration for the purpose of developing, adapting, revising, or otherwise improving instructional materials and practice.
16. It is the duty of the teachers/coordinators to properly receipt all money received for school purposes and turn in all money collected to the Business Office for deposit during the day the money is received.
17. In order for employees to devote full attention to assigned duties, arrangements should be made to provide childcare during working hours. Children of employees or students are not to visit shops or classrooms during school hours.
18. It is the responsibility of the teachers/coordinators to have an active advisory committee and meet in compliance with the Board of Education policies.
19. It is the responsibility of the teachers/coordinators to develop, review, update and maintain a current Course of Study, Annual Teaching Plan and Competency

Profile. These documents shall be submitted to and approved by the Director of Instructional Support Services or his/her designee. Upon approval, these documents will be maintained, distributed and posted as necessary by the Instructional Support Services Department. Every student enrolled in a full-time career major for more than six weeks or who has passed an occupational/certification test will be issued a performance-based Competency Profile upon exiting the school. Teachers/coordinators and designated Student Support personnel should assist students in developing a suitable Student Career Portfolio that showcases the knowledge and skills attained while attending the Great Plains Technology Center.

20. It is the duty of the teachers/coordinators to sponsor and actively promote the student organization designated for that program and to participate in the following:
 - a. Student Auction
 - b. Party on the Plains
 - c. CTSO Activities, which includes leadership development, skills contests, and community activities.
21. Teachers/coordinators will maintain an atmosphere of respect and diplomacy while treating each student as an individual. Teachers/coordinators will also demonstrate an empathetic attitude toward personal problems of each and every student.
22. Teachers/coordinators will be supervised and evaluated by their respective supervisors according to the minimum criteria of effective teaching performance and the following list of local standards:
 - a. Programs will have a current Course of Study on file, to include a district approved grading pattern. The grading pattern will include an employability, skill, and test grades with a minimum of two grades recorded for each student per week. Exceptions to this policy may be approved by the Director of Instruction.
 - b. Grades will be recorded and exported to the web on a weekly basis in the district approved electronic grade book program.
 - c. Each program will have an updated Competency Profile and a current copy for each student will be up to date for each semester.
 - d. Teachers will prepare an Annual Teaching Plan and keep a copy on file in the Instructional Services Department by August 30th each year.
 - e. Teachers will prepare an Emergency Lesson Plan for substitute teachers in case of an unplanned absence and keep on file in the attendance office. The program administrator must approve the Emergency Lesson Plan.
 - f. Teachers will utilize SchoolDESX for daily attendance.
 - g. Uniforms will be worn in designated training programs.
 - h. Occupational testing will be completed in all program areas that have state-prepared tests for the subject being taught.
 - i. Teachers will prepare/update a Long Range Strategic Plan and keep a copy on file with the Accreditation and Planning Coordinator and program supervisor.
 - j. Teachers will use the Substitute form when a planned leave of absence is necessary.
 - k. Each program will have a minimum of five (5) advisory committee members that support and represent all aspects of the industry. Instructors will utilize the

Advisory Committee Database to store agendas, meeting minutes, and record advisory committee member attendance.

- l. Instructors will work toward a state or nationally recognized industry certification, i.e., MCSE, Certified Cisco Network Administrator, A+ Certification, or ASE Certified Technician, LPN, RN, or National Board Certified Teacher.
- m. Teachers will provide instruction to their students on “Job Seeking” training and resume writing, and help students build an occupational portfolio.
- n. Teachers will promote professional development to students through program CTSO’s.
- o. Teachers will be responsible for supervising OJT activities for those students on OJT.