

### **Teachers (Certified, Emergency, Alternatively Certified, and Adjunct)**

The first responsibility of the teacher is the care and instruction of his/her students. Teachers are charged with the education of the youth of this District. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic principles. The teacher must maintain such classroom practices and conditions as will promote mental and physical health and create a safe environment for students.

It is the teacher's responsibility to see that all pupils in the classroom know the general safety precautions with regard to fire drills and other emergency situations. In case of accident or illness of any student, the teacher must report the case immediately to the principal so that proper care for the student may be insured.

It is required that the teacher keep professionally alert so that advantages may accrue to his/her students. The teacher should participate in the in-service training program and professional meetings of his/her school, the district, and state. He/she should be familiar with state standards and local curriculum guides, textbooks, and curriculum planning and development in his/her school.

Every teacher must continually be a developer of worthy citizens. The American public school is unique in civilization's history, existing solely for the purpose of providing an educated citizenry to insure the permanence and well-being of our plan for democratic living. Desirable teaching is conducive to the perpetuation of our idea of the American way of life, carrying a legal and moral responsibility.

All teachers (certified, emergency, alternatively certified, or adjunct) shall have received a Bachelor's Degree from an accredited college or university and be properly certified or licensed by the Oklahoma State Department of Education, or be approved/recognized by the OSDE through alternative pathways, including, alternative certification, emergency certification, special education Boot Camp, or as a certified, or non-certified adjunct teacher.

### **Duties and Responsibilities of Teachers**

A. Teachers shall be assigned to positions by the Superintendent, or designee, and shall be directly responsible to the principals under whom they serve.

B. Teachers shall be responsible for the care, instruction, and discipline of students in their charge.

C. Teachers shall be responsible for carrying out and abiding by the regulations and policies of the Board of Education.

- D. Teachers shall report promptly to the principal any serious accident or illness affecting any students in their charge.
- E. Teachers shall administer the grading system or other measures of evaluating student progress and achievement which may be developed for the District. They shall report to parents as directed by the principal.
- F. Teachers shall work in close cooperation with other services, such as guidance, health, school lunch program, etc.
- G. Teachers shall participate in curricular and in-service education programs.
- H. Teachers shall keep all records required, including lesson plans, and shall report grades and attendance to the principal's office in the manner prescribed.
- I. Teachers shall participate in close supervision of halls, rooms, cafeteria, bus loading area, and playgrounds as directed by the principal.
- J. Teachers shall assist in the planning, development, implementation, and evaluation of the school program.
- K. Teachers shall not be absent from school or from the classroom without making arrangements and plans for a substitute teacher.
- L. Teachers and other certified or licensed staff members shall not accept pay for tutoring or counseling students who are enrolled in their classes or are in their charge during the school year. Any tutoring or counseling shall not interfere with the school day or school activities.
- M. Teachers shall attend all professional meetings authorized by the Superintendent or principal unless properly excused.
- N. Teachers shall not grant permission for children to leave school at the request of, or in the company of, any person, unless specific permission from the principal is obtained.
- O. Teachers shall obtain the principal's approval before scheduling guest speakers or utilizing supplemental materials.

### **Adjunct Teachers**

The Edmond Public Schools Board of Education recognizes the need for adjunct teachers who are authorized by state law to teach. An adjunct teacher is defined as an individual with recognized, meritorious expertise in a given field but who does not hold a valid license or teaching certificate.

“Recognized expertise” will be determined using one or more of the following criteria:

1. A level of mastery has been demonstrated that exhibits professional training, education, preparation, etc., in the field that the individual will teach. The level of expertise may be determined by personal observations of performances, recommendations from community members, and/or references; or
2. Minimum of two years of demonstrated full-time work experience in an instructional or supervisory role, with an audience consisting primarily of school age children (e.g. daycare facility, summer camp, youth groups, parks and recreation, etc); or
3. Successful experience as a classroom teacher, but otherwise ineligible for emergency certification.

Additional requirements include:

1. Employee must be 21 years of age; and
2. Employee must have a bachelor’s degree; and
3. Employee must meet all District employment requirements, including but not limited to: references regarding the individual’s ability to relate to students must be satisfactory; must complete successful background check review; and must comply with all ongoing training requirements for both the District and the Oklahoma State Department of Education.
4. For non-certified adjunct teachers employed more than 3 hours (elementary) or 3 class periods (secondary) per day in their Adjunct role, the following requirements apply:
  - a. Complete one additional professional development component towards certification until certification is reached.
  - b. Acceptable professional development components include:
    - i. apply to achieve certification through an alternative pathway from OSDE and pass a subject-area certification test
    - ii. complete 3 college hours toward certification as directed by the OSDE
    - iii. completion of a Special Education Boot Camp

An Adjunct teacher may be either: (1) a certified employee adjuncting to teach outside of their area of certification (“certified adjunct teacher”) or (2) a person who does not hold valid certification of any kind, including educators with an expired certificate who is serving as an adjunct teacher (“non-certified adjunct teacher.”).

According to the Oklahoma State Department of Education guidelines, a “certified” adjunct teacher will be considered as a certified employee, thereby falling under the EACT collective bargaining agreement for purposes of compensation, benefits, and working conditions. A “non-certified” adjunct teacher will be considered a support employee, thereby falling under the SEE collective bargaining agreement for purposes of compensation, benefits, and working conditions.

Compensation for Adjunct Teachers will be determined in accordance with District policies and procedures for employee compensation.

The district will comply with all requirements set forth by the Oklahoma State Department of Education with regard to the employment of an adjunct teacher.

### **Duties, Responsibilities and Employment of Substitute Teachers**

All substitute teachers teaching in the Edmond Public Schools must complete the necessary paperwork to include a substitute teacher's contract and a background check.

No non-degree, non-certified substitute teacher shall be employed for a total period of time in excess of ninety (90) one hundred thirty-five (135) school days during a school year, nor more than 90 days for the same assignment during a school year; or, one hundred (100) one hundred forty-five (145) school days during the school year (including serving in the same assignment during the school year) if the substitute teacher holds a lapsed or expired certificate or has a bachelor's level college degree; or, no limit of school days during the school year if the substitute teacher holds a valid Oklahoma teaching certificate.

Substitute teachers who do not hold a valid certificate and who are employed to teach special education for students with physical and/or intellectual disabilities or students with mental retardation shall not be subject to the restrictions on total time a substitute teacher may be employed or the restrictions on time in the same assignment if no certified teachers are available to teach such students and the students would be denied instruction in special education if the substitute teacher were not employed. The district will provide in-service training for a substitute teacher employed to teach special education for more than 15 consecutive days or 30 total days in the same assignment.

Certified substitute teachers who are hired to substitute for periods longer than twenty (20) consecutive days, in the same assignment, may be placed on the District's salary schedule for a Bachelor's degree and no experience for the duration of the assignment, after which the individual's compensation would revert to the applicable daily rate for substitute teacher pay. Upon completion of the first certified long-term substitute position, the district may waive the 20 consecutive day requirement for a certified substitute who accepts additional long-term substitute teaching assignments in the same school year.