

DUTIES

For additional information on this subject see the current employee agreement(s) with

TRACY TEACHERS ASSOCIATION
TRACY SECONDARY EDUCATORS ASSOCIATION
THE TRACY SUBSTITUTE TEACHERS ORGANIZATION

DUTIES (continued)

Duties of Personnel

The Governing Board recognizes the importance of having adequate job descriptions for every District employee. Student safety, the District's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type extent of training required, and the position of the person to whom the employee reports.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board Policies, Administrative Regulations, applicable employee agreements, and local, state and federal laws.

Legal Reference:

EDUCATION CODE

35020	Duties of employees fixed by Governing Board
35035	Further powers and duties of Superintendent
44014	Report of assault
44662	Job responsibilities for certificated nonmanagement personnel
44805	Enforcement of course of studies, use of textbooks, rules and regulations
44806	Duty concerning instruction in morals, manners, citizenship
44807	Duty concerning conduct of pupils
44809	School register
44816	Annual report of teacher
45100.5-45108.7	Senior management of the classified service
45109	Fixing of duties
45110	Inconsistent duties, compensation
45256.5	Senior management of classified service

Human Resources - Certificated

BP 4119.3 (b)

DUTIES (continued)

Legal References (continued)

GOVERNMENT CODE

7293 Local public agencies bilingual employees

CODE OF REGULATIONS, TITLE

5530-5531 Duties of all certificated personnel

5550-5552 Duties of principals

5570 Duties of teachers

5590 Duties of temporary athletic team coaches

11256 Duties and responsibilities of mentor teachers

12067 Teacher aide duties under supervision of classroom teacher

12068 Teacher aide duties not under direct supervision of classroom teacher

13003 Duties of team leader

16043 Duties of media center personnel

AMERICANS WITH DISABILITIES ACT, P.L. 101-336

42 U.S.C. 12101 et seq.

Policy Adopted:

HS BD: 11/20/85

EL BD: 7/6/82

Policy Revised:

Joint Board: 3/25/97