

PERSONNEL

Licensed Personnel: **Duties and Responsibilities** Role of Professional Teaching Staff/Conditions of Employment

The School Division shall employ and seek to retain only the most highly skilled teachers available.

Teachers are charged with effectively delivering the approved curriculum to students. In addition, teachers are responsible for carrying out all tasks ancillary to instruction, as well as performing other non-instructional duties assigned by the principal or the principal's designee, in a quality manner. Among other things, teachers are responsible for implementing a constructive system of classroom management; establishing a positive classroom atmosphere and environment; and acting in the best interests of students.

All teachers shall comply with the laws, policies, regulations, and other requirements of: federal, state and local agencies; the Virginia Department of Education; the School Board; the Superintendent and the Superintendent's designees; and the principal and the principal's designees.

Teachers shall be mindful that they are role models to students and shall conduct themselves accordingly. In addition, as respected professionals, teachers represent not only their school, but also the School Division in their interactions with student's families and other members of the community. Therefore, teachers shall present themselves in a professional manner while at school or attending to other official duties, as well as whenever officially representing their school or the School Division.

A. **Role of Responsibilities Professional Teaching Staff**

The professional teaching staff shall be responsible for providing instruction that is educationally sound in an atmosphere of mutual respect and courtesy, which is conducive to learning and in which all students are expected to achieve the objectives of the Standards of Learning for the appropriate grade level or discipline. A teacher's primary focus shall be on students' academic achievement, as well as students' physical and emotional well-being while under the teacher's care. Therefore, The staff shall:

1. ~~Serve as leadership models of effective oral and written communication with special attention to the correct use of language and spelling;~~ Regularly consult with and/or keep the principal apprised of matters relating to student achievement as well as other important matters;
2. Strive to improve professional skills on a continual basis through reflection, self-awareness, and self-assessment, and as otherwise recommended;
3. Be well versed and up-to-date on the School Board's approved curriculum, on instructional best practices, on current instructional technologies, and the appropriate and effective use of the same in the classroom; and
4. Use appropriate behavioral management techniques with students.
 1. ~~Strive to strengthen the basic skills of students in all subjects;~~
 2. ~~Establish teaching objectives to achieve the following:~~
 - a. ~~Identify what students are expected to learn; and~~

- ~~b. Inform students of the achievement expected and keep them engaged in learning tasks;~~
- ~~3. Provide for individual differences of students through the use of differentiated instruction, varied materials, and activities suited to their interests and abilities;~~
- ~~4. Assess the progress of students and report promptly and constructively to them and their parents; and~~
5. Teach the School Board approved curriculum.

In addition to responsibilities set forth above, teachers shall be mindful of students' age, gender, culture, socioeconomic status, religious viewpoint, and other differences, and shall approach controversial and/or sensitive topics in a manner that is consistent with approved curriculum. Teachers shall work in a collegial manner as members of a team of educational professionals who make students and their needs the central focus, and shall strive at all times to create and maintain an atmosphere of mutual respect and professional courtesy especially but not only while in the presence of students.

B. Duty to Treat Students with Dignity and Respect

The professional teaching staff shall promote the health, safety, and well-being of students by establishing and maintaining appropriate verbal, physical, emotional, and social boundaries. This includes:

1. Always interacting with students with transparency and in appropriate settings;
2. Communicating with students in a clear, respectful, and culturally sensitive manner;
3. Engaging in physical contact with students **only** when there is a clearly defined purpose that benefits the student and focuses on the safety and well-being of students;
4. Acknowledging there are no circumstances that allow teachers to engage in friendships or romantic or sexual relationships with students.

C. Duty to Enhance Students' Academic Achievement

Professional teaching staff have the duty to ensure:

1. The School Board-approved curriculum is implemented in an effective manner, which includes teaching the curriculum in a way that is relevant to students and strengthens skills in all subjects;
2. All students have access to a curriculum that is delivered in a manner to address the differentiated needs of students through the use of varied materials and activities suited to their individual interests and abilities;
3. Students are informed of the achievement expected;
4. Students are assessed on the approved curriculum and promptly informed of their progress;
5. Lessons are designed to assist students in acquiring the School Division's learning objectives;
6. Instructional methods, strategies and programs are implemented effectively;
7. Individual and group student achievement data is monitored on a regular and continual basis to assess learning, needs of students, and equity in access to the curriculum;
8. Student achievement and other relevant data are used to modify a teacher's instructional methods and strategies;
9. Students are disciplined in a way that is equitable and, to the extent possible, helps students improve their ability to monitor and improve their behavior;

10. Instruction is delivered in a way that is cognizant of the School Division's identified core values;
11. Parents/legal guardians of minor students are regularly apprised of their children's academic performance as well as other relevant information;
12. Parents/legal guardians of minor students are responded to in a timely manner; and
13. Available professional development and other opportunities are used to improve skills on an ongoing basis.

The performance of each teacher including, but not limited to, the degree to which the teacher has met the expectations set forth in this Policy shall be evaluated by the principal or the principal's designee pursuant to the School Division's approved performance evaluation timeline and standards.

D.—General Qualifications

1. ~~Skills. The person employed must have sufficient language, mechanical, computational, and organizational skills to perform his/her basic tasks without close supervision.~~
2. ~~Maturity. The person employed must have reasonable emotional balance and self-control.~~
3. ~~Facility in Dealing with Others. The person employed must enjoy working with other people and must have a natural ease in dealing with students, supervisors, coordinators, directors, staff and members of the public with whom he/she will be in contact.~~
4. ~~Understanding of Job Function. The person employed must have or be able to develop very readily a clear understanding of the function of his/her job in operating the school division.~~

A.—Licensure/Employment Qualifications

~~All teaching personnel shall meet the licensure requirements of the Virginia Board of Education for the position to which they are assigned. Current employees of the Virginia Beach City Public Schools shall be required to provide proof of baccalaureate degree, major, concentration, or graduate degrees, and field of discipline. Educational transcripts may be required as evidence of eligibility for Virginia Licensure.~~

B.—Criminal History Record Information

~~The Superintendent shall require that all employees, whether full-time or part-time, permanent or temporary, submit to fingerprinting and provide personal descriptive information to obtain criminal history record information for the purpose of screening individuals who accept employment in the School Division. Superintendent shall forward the personal descriptive information through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee.~~

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~~The Superintendent shall also require that each employee, whether full-time or part-time, permanent or temporary, certify that he or she has not been: (1) convicted of a felony, a crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape; and (2) has not been the subject of a founded case of child abuse and neglect.~~

~~Employees may be permitted to work pending the results of the Federal Bureau of Investigation background investigation and Department of Social Services search of the registry of founded complaints if the following conditions are met:~~

- ~~1. The School Division has successfully completed a state and local police background check for the individual; and~~
- ~~2. The School Division has successfully completed a check of the sex offender website and the sex offender and crimes against minors registry for the individual; and~~
- ~~3. The School Division requires the individual to serve in the physical presence of an employee who has successfully completed the Federal Bureau of Investigation background investigation and the Department of Social Services search of the registry of founded complaints.~~

~~C. Probationary Period Required/Mentor Teacher~~

~~Although contracts for probationary instructional personnel are issued for one (1) year only, the first three (3) years of a person's employment shall be considered a probationary period for new personnel. The School Board authorizes the Superintendent or designee to extend a probationary period up to five years total for an individual employee. All probationary employees, except those with prior successful teaching experience, shall be provided with a mentor teacher during their first year. Further, probationary employees will be given extra supervision and assistance in adjusting to their new positions, and particular attention will be given to a continuing evaluation of their efficiency. Probationary teachers shall annually be evaluated using the procedures developed by the School Board. The Superintendent shall consider each annual evaluation of a probationary employee in the nonrenewal process. If a teacher's annual performance evaluation during the probationary period is unsatisfactory, the School Board shall not reemploy such teacher.~~

~~Teachers who have attained continuing status in another school division in Virginia shall serve a probationary period of no less than one (1) year and not to exceed two (2) years in the School Division before attaining continuing contract status. Such probationary period shall be a part of the initial contract.~~

~~D. Externally Funded Programs~~

~~All persons employed on externally funded programs shall be placed on the appropriate salary schedule and step and shall be afforded all benefits according to other employees fulfilling comparable duties.~~

~~E. PRAXIS Exam~~

~~Use of the PRAXIS Exam shall not be resumed for teachers who currently hold a Collegiate Professional License.~~

~~F. Financial Incentives for Excellence in Teaching~~

~~The School Board has adopted policies designed to promote the employment and retention of the highest quality instructional personnel and to effectively serve the educational needs of students. The Superintendent shall annually develop and propose financial incentives for excellence in teaching which shall be contained in the budgets presented to the School Board ("Superintendent's Estimate of Needs") or in the School Board Compensation Plan.~~

Legal Reference:

Code of Virginia § 22.1-298.1, as amended. Regulations governing licensure.

~~Code of Virginia § 22.1-299, as amended. License required of teachers.~~

~~Code of Virginia § 22.1-253.13:1, as amended. Standard 1. Instructional programs supporting the Standards of Learning and other educational objectives.~~

~~Code of Virginia § 22.1-296.1, as amended. Data on convictions for certain crimes and child abuse and neglect required; penalty.~~

~~Code of Virginia § 22.1-303, as amended. Probationary terms of service for teachers.~~

~~Code of Virginia § 19.2-389, as amended. Dissemination of criminal history record information.~~

~~Code of Virginia § 22.1-296.2, as amended. Fingerprinting required; reciprocity permitted.~~

~~Code of Virginia § 22.1-296.4, as amended. Child abuse and neglect data required.~~

~~Immigration Reform and Control Act of 1986.~~

~~Board of Education Regulation Establishing Standards for Accrediting Public Schools in Virginia, 8VAC20-131 et seq., as amended.~~

~~Code of Virginia § 19.2-390.1, as amended. Sex Offender and Crimes Against Minors Registry, maintenance; access.~~

~~State of Virginia Sex Offender and Crimes Against Minors Registry: <http://sex-offender.vsp.virginia.gov/SOR>~~

Virginia Standards for Professional Practice of Teachers effective July 1, 2012.

Editor's Note

~~Employers are required to verify that all employees hired after November 6, 1986 are U.S. citizens or aliens authorized to work.~~

~~See School Board [Policy 4-5](#) and School Board [Regulation 4-5.1](#) for Superintendents' duty to notify Board of arrest of an employee and employees duty to notify Superintendent of arrest.~~

See School Board [Policy 4-62](#) for evaluation of probationary teachers.

See School Board [Policy 2-48](#) for conditions of employment generally.

See School Board [Policies 4-75](#) and [4-90](#) for conditions of employment for classified personnel and substitutes.

Adopted by School Board: October 21, 1969

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Amended by School Board: March 21, 2000

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Amended by School Board:

APPROVED AS TO
LEGAL SUFFICIENCY


