

12.7 STAFF RESPONSIBILITIES

The following are expectations and responsibilities of all teaching staff (as applicable):

- Teacher shall use his/her best efforts in serving the school. Teacher shall perform such duties and responsibilities as are usual and customary to the position, but not lower than the standard of care established in the Teacher Handbook.
- Teacher shall support and enforce the policies, curriculum, mission, administration, and governing board of the school.
- Hours of employment are to be determined by the Director of the school. School hours are subject to change but will not exceed 8.5 hours per day. On occasion, additional hours may be required for events such as parent-teacher conferences and other school activities and events.
- Teacher may not engage in any outside employment that would impact his/her ability to perform these duties and responsibilities or adversely reflect upon the school.
- Teacher shall perform instructional duties as set forth in the school's Teacher Handbook, as it may be amended or updated from time to time, and in accordance with the requirements of the Utah State Office of Education.
- Teacher shall develop lesson plans and make them available to the Director in advance each Monday or the 1st day of each school week. Such lesson plans shall be taught in accordance with the guidelines set forth in the Teacher Handbook.
- Teacher shall attend all school Professional Development (PD) and Teacher Work Days (TWD)s throughout the school year, without additional compensation.
- Teacher shall assist in drop-off and pick-up (carpool) duties at the school as defined in the Teacher Handbook.
- Teacher shall refrain from using the school's name for any purpose without the express permission of the Board of Directors.
- Teacher shall act in a professional, respectful manner whenever conducting school business, or when it is reasonably expected the teacher would be viewed as a representative of the school, whether teacher is on or off school grounds. Teacher shall also maintain a positive attitude and demeanor at all times when representing the school – both on school property and off school grounds.
- Teacher shall be duly certified and qualified to perform as a Teacher within the State of Utah. Teacher must also meet the requirements of Highly Qualified status as defined by federal law. Teacher shall obtain State of Utah fingerprinting and background check prior to commencement of any teaching duties. Teacher warrants and represents that he/she is certified and holds all licenses, certifications, qualifications and any other requirements that a teacher must meet in teaching at a school such as Vanguard.
- Teacher shall comply with all of the policies set forth in the Handbooks issued by the school.
- Teacher shall comply with Family Education Rights to Privacy Act (FERPA) laws and maintain, in the strictest of confidence, all personal information regarding any students and employees of the school.
- Teacher shall endeavor to work collaboratively with colleagues by sharing best practices, mentoring, conversations, modeling, and actively engage in professional development activities.
- Teacher shall perform additional duties, when needed, as prescribed by the Director.
- In the event that Teacher violates any term of this agreement, the teacher handbook, or any other policy or procedure of Vanguard, this agreement will be terminated and Teacher's employment with Vanguard may be extinguished.