

**EMPLOYEE RESPONSIBILITIES**

Ensuring the education, safety, and well-being of all students is the primary responsibility of all our employees. All employees are expected to be knowledgeable of their assigned duties. They shall perform such duties and strive to improve their performance for all assigned duties.

All school district employees shall:

- Acknowledge, abide by, and enforce school board policies, regulations, and procedures of the school district administration.
- Maintain a reasonable standard of care for the supervision, control and protection of students commensurate with the employee's assigned duties and responsibilities.
- Maintain and ensure confidentiality of student information, including, but not limited to, academic performance, actions, or family background, by restricting communication on those matters to employee interactions with the student, student's parent/guardian, and authorized personnel.
- Refrain from interactions with, or proximity to students in any forum which compromises the employee's professional integrity, or which may directly or indirectly interfere with, or undermine, student learning.
- Respect and ensure proper use and care of school property.
- Promptly and regularly attend work and meetings.

This policy will be included, and distributed annually, in the staff handbook. Violation of these specific employee responsibilities may lead to disciplinary action, which may include termination.

References:

Policy JIFCA, *Pupil Safety and Violence Prevention*

Policy GBEBB, *Employee Student Relations*

Adopted 2007

Revised 2007

Reviewed 2015

