

DUTY RESPONSIBILITIES



Morning Duty: Staff must be at their assigned duty by 7:50 a.m. All staff should be supervising the behavior in their assigned area. Morning team meetings must be concluded by 7:50 a.m. so that all homeroom teachers can stand and greet entering students at 8:00 a.m.

Kids are excited to see you! Please focus on children during arrival and dismissal times!

Cafeteria Duty: Refer to Cafeteria Guidelines

Afternoon Duty: Staff must be at their assigned duties by 3:35. We are responsible for students getting on the appropriate buses every day. If a student misses their bus or is late being picked up at car riders, **it is the teacher's responsibility to remain with the student and call the parent unless they are dismissed by the administrator.** Please make sure that you read all transportation notes carefully!

Recess Duty: All teachers are expected to actively monitor students while at recess. Teachers must spread out during this time. This is not a time to visit with other teachers or run errands. This is non-negotiable. Scheduled recess times should not be extended by teachers. Other classes/grades follow your time. If your class has earned an extra recess for a reward, please notify the assistant principal prior to taking them outside.

At all times, 50% or more of your grade level staff should be on recess duty.

5 teachers = 3 on recess duty.

6 teachers = 3 on recess duty.

7 teachers = 4 on recess duty

8 teachers = 4 on recess duty.

Study hall does not count as being on recess duty.

Other Duties as Assigned: All staff may be asked and expected to periodically carry out other duties or tasks.