

STAFF RESPONSIBILITIES

All staff members have a responsibility to be familiar with, and abide by, the laws of the state as these affect their work, the policies of the Board, regulations designed to implement them, as well as the N.H. Code of Ethics for Educational Professionals and the N.H. Code of Conduct for Educational Professionals.

All staff members shall carry out their assigned responsibilities with conscientious concern. The first responsibility of the instructional staff is the education of the student.

Also essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of all Board policies and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly.
4. Care and protection of school property.
5. Concern and attention toward their own and the Board's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.
6. Any arrest of a school district employee must be reported by the employee to the Superintendent's office within 72 hours.

In their association with students, all school employees shall set examples that are an important part of the educational process. Their manner, dress, courteousness, industry, and attitudes establish models that affect the development of young people. The Board expects its staff members to set exemplary models as well as provide exemplary instruction.