

GCA – PROFESSIONAL STAFF RESPONSIBILITIES

Every professional staff member shall be academically qualified in the area he/she is to provide instruction and/or support services.

STATE CERTIFICATION - In accordance with NH State Law and NH Department of Education Rules and Regulations, all professional staff shall be state certified or eligible for state certification. As a condition of employment the employee will provide evidence of state certification or eligibility. The employee will assume the full cost of state certification.

HIGHLY QUALIFIED STATUS - In accordance with the Federal Law No Child Left Behind, professional staff teaching core academic subjects (English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, history, geography, art education, theater, or music education) must demonstrate “highly qualified” status per the NH Department of Education Rules and Regulations. As a condition of employment all teachers teaching core academic subjects must meet the standards for Highly Qualified Teachers as of June 30, 2006. The employee will assume the full cost of demonstrating being “highly qualified” as defined by state and federal law.

JOB DESCRIPTION - Professional staff positions shall have a written job description that is on file at the Superintendent's Office. An employee's job description will be made available upon employment and/or request. All job descriptions shall be reviewed periodically and are subject to change. New job descriptions and revised job descriptions are subject to approval by the Superintendent.

Each professional staff member is also required to carry out assignments from the Building Principal or other responsible administrator in conformance with School Board policies, regulations of the School Board and Superintendent, and School Board directives. Each professional staff member is required to abide by all state and federal laws, School Board policies, regulations of the School Board and Superintendent, and School Board directives.

LABOR CLASSIFICATION – Professional staff including teaching and administrative employees shall be exempt from overtime pay conforming to the definitions specified in the Fair Labor Standards Act.

Policy is subject to Collective Bargaining Provisions and Individual Teaching Contracts.

Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Personnel Handbooks)

APPROVED: July 20, 2006

PREVIOUS POLICY: July 12, 1990 “Professional Staff Positions – Responsibilities and Duties of Teachers”