

# POLICY

## PATERSON BOARD OF EDUCATION

TEACHING STAFF MEMBERS  
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Professional Responsibilities

### 3270 PROFESSIONAL RESPONSIBILITIES

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the workday.

The Board directs the Superintendent to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review at least twice a month by the building principal, Vice-Principal and/or subject area supervisors.

The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

1. During the work day, teaching staff members may be assigned extra or alternative duties by the Principal in accordance with Board Policy No. 3134;
2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Principal. A teaching staff member who is excused from attending a faculty meeting must gather information the following day on the topics covered at the meeting; and
3. Teaching staff members may not leave the school grounds during preparatory period without the express permission of the Principal.
4. Teaching staff is required to utilize the adopted District Lesson Plan Template, which is in accordance with N.J.Q.S.A.C. requirement in DPR 17b of Instruction & Program.



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Teaching staff members who are assigned as department heads or who are assigned to work on curriculum revision during the regular school day will be given an appropriate reduction in teaching assignments.

Adopted: 31 October 2002

Revised: 31 August 2016

