



# St. Lamart Senior Secondary School

## Vision:

To create an outstanding learning community that enables students to reach their full potential and to explore the vast horizon of lifelong learning.

## Mission:

St. Lamart School believes all students will meet their potential in our congenial atmosphere for creative and global awareness through a holistic and nurturing curriculum while pursuing co-scholastic and scholastic excellence.

# Table of Contents

---

1. Educational Staff Structure	4
2. Line Management Overview	5
3. Line Management Procedures	8
a) On-going Responsibilities	
b) Conflict Resolution	
4. School Complaints Committee	10
5. Board of SMC	12
6. School Development Committee	15
7. Job Descriptions	16
a) Senior & Middle Leaders – General	
c) Principal	
d) Vice-Principal	
e) Supervisor Grades 4 to 8	
f) Subject Coordinators	
g) Supervisor Grades 1 to 3	
h) Supervisor KG-Section	
i) Teachers	
8. School Management Policies & Procedures	
a) Legal Delegation of Authority for Principal	22
b) Staff Code of Conduct	23
c) Performance Evaluation & Development	26
i. Principal	
ii. Vice-Principal	
iii. Teachers	
d) Communication & Complaints	
e) Pastoral Care & Child Protection	
f) Student Supervision & Behavior Management	
g) Record Keeping	
h) School Community Involvement	
i) Extra-Curricular Programs & Field Trips	
j) Crisis Management Team	

## 9. Staff Policies & Procedures

- a) Recruitment
- b) Orientation
- c) Replacing Absent Teachers
- d) Quality of Teaching & Learning – KG to grade 3
- e) Quality of Teaching & Learning – Grades 4 to 12
- f) Learning Environment
- g) ICT Integration & Use
- h) Student Support & Academic Guidance
- i) SEN
  - i. Students at Risk
  - ii. Gifted & Talented
- j) Assessment & Reporting
- k) Professional Development

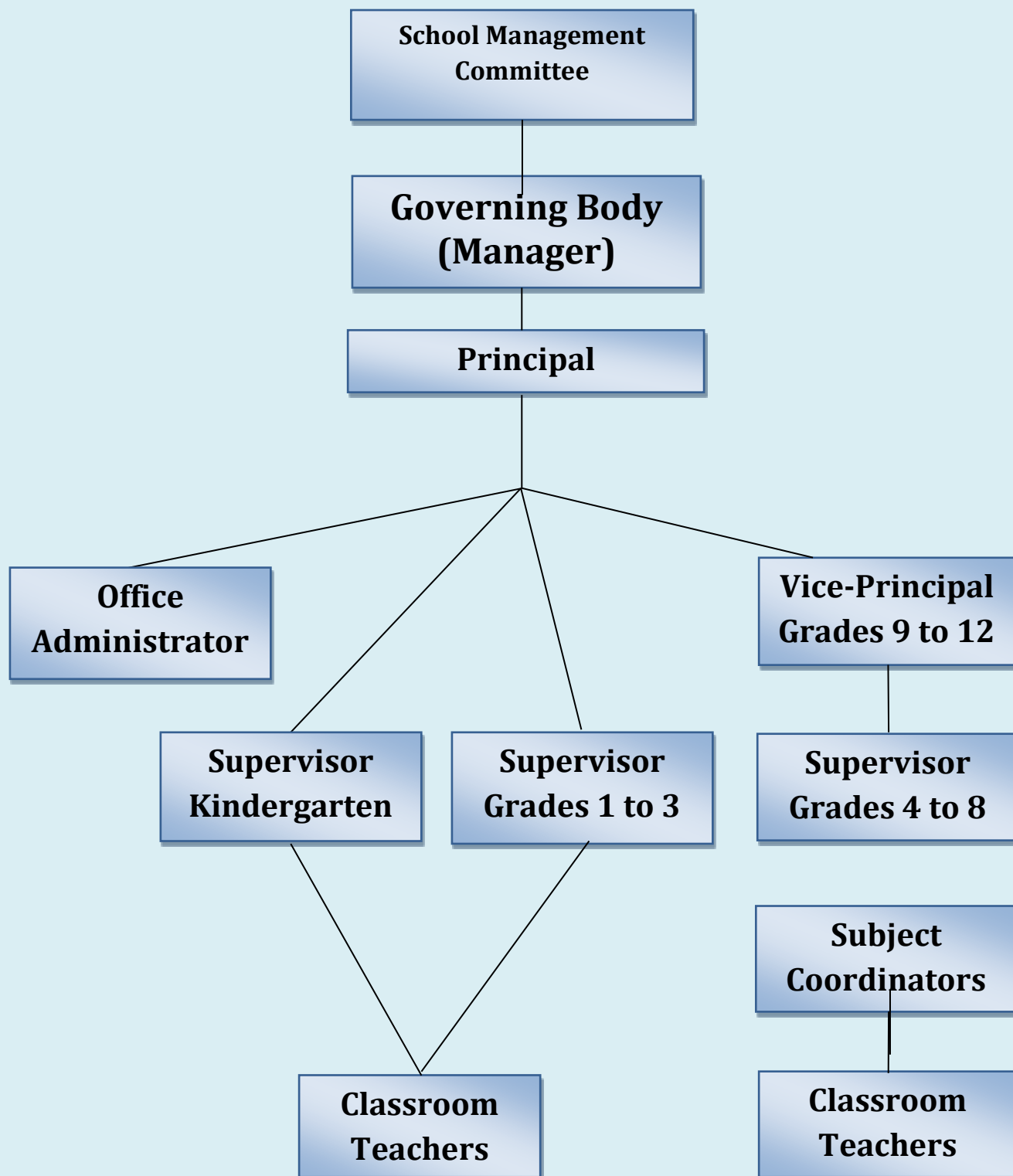
## 10. Student Policies & Procedures

- a) Admissions
- b) Attendance
- c) Promotion & Retention

## 11. Building Policies & Procedures

- a) Health & Safety
  - i. Safe & Healthy Eating
  - ii. Storage of Special Materials & Equipment
- b) Furniture & Equipment
- c) Maintenance of Buildings & Grounds

# Educational Staff Structure



# Line Management Overview

---

## *Accountability of School Community Members*

### Board of SMC will:

1. Be responsible to work collaboratively for the overall welfare of the school.
2. Set their top priority as student progress and parent satisfaction.
3. Adhere to the Board of SMC Policy & Procedures document.
4. Ensure a safe, secure and supportive environment.
5. Be answerable to State Education Department and CBSE.

### Governing Body will:

1. Carefully monitor the quality of teaching and learning.
2. Set their top priority as student progress and parent satisfaction.
3. Ensure a safe, secure and supportive environment.
4. Work collaboratively for the overall welfare of the school by following the academic standards found in the School Evaluation Form.

### The Manager will:

1. Set their top priority as student progress and parent satisfaction.
2. Be responsible for the development of teachers and school leaders to enhance teaching and learning within the school.
3. Act as a role model by upholding the school vision and mission at all times.
4. Work collaboratively with the Principal & the School Development Committee to determine the Professional Development priorities of the school.
5. Provide workshops and professional development opportunities for Senior & Middle Leaders, and teachers.
6. Be the direct line manager of the Principal.

### Principal will:

1. Oversee the daily management of the school.
2. Be responsible for implementing all school policies.
3. Act as a role model by upholding the school vision and mission at all times.
4. Adhere to the job responsibilities as specified in the job description.
5. Be the direct line manager for the Vice-Principal.
6. Be the direct line manager for the KG and Grades 1 to 3 Supervisors.
7. Be answerable to the Manager and the Board of SMC.

### **Vice-Principal will:**

1. Be responsible for grades 9 to 12 – students, staff & parents.
2. Be responsible for implementing all school policies.
3. Act as a role model by upholding the school vision and mission at all times.
4. Adhere to the job responsibilities as specified in the job description.
5. Be the direct line manager for the grades 4 to 8 Supervisor.
6. Be the direct line manager for the Subject Coordinators for grades 9 to 12.
7. Be the direct line manager for the grade 9 to 12 teachers.
8. Be answerable to the Principal.

### **Grades 4 to 8 Supervisors will:**

1. Be responsible for grades 4 to 8 – students, staff & parents.
2. Be responsible for implementing all school policies.
3. Act as a role model by upholding the school vision and mission at all times.
4. Adhere to the job responsibilities as specified in the job description.
5. Be the direct line manager for the Subject Coordinators for grades 4 to 8.
6. Be the direct line manager for the grade 4 to 8 teachers.
7. Be answerable to the Vice-Principal.

### **Grades 1 to 3 Supervisors will:**

1. Be responsible for grades 1 to 3 – students, staff & parents.
2. Be responsible for implementing all school policies.
3. Act as a role model by upholding the school vision and mission at all times.
4. Adhere to the job responsibilities as specified in the job description.
5. Be the direct line manager for the grade 1 to 3 teachers.
6. Be answerable to the Principal.

### **KG Supervisor will:**

1. Be responsible for grades Nursery, LKG & UKG – students, staff & parents.
2. Be responsible for implementing all school policies.
3. Act as a role model by upholding the school vision and mission at all times.
4. Adhere to the job responsibilities as specified in the job description.
5. Be the direct line manager for the Nursery, LKG & UKG teachers.
6. Be answerable to the Principal.

### **Subject Coordinators [HODs] for Grades 9 to 12 will:**

1. Work with Vice-Principal on Syllabus Framing
2. Monitor the quality and accuracy of paper verification and distribution of marks
3. Assist teachers with subject content and resources
4. Be answerable to the Vice-Principal.

### **Subject Coordinators for Grades 4 to 8 will:**

1. Work with grades 4 to 8 Supervisor on Syllabus Framing
2. Monitor the quality and accuracy of paper verification and distribution of marks
3. Assist teachers with subject content and resources
4. Be answerable to the grades 4 to 8 Supervisors.

### Teachers for Grades 9 to 12 will:

1. Adhere to the job responsibilities as specified in the job description.
2. Be answerable to the Vice-Principal.

### Teachers for Grades 4 to 8 will:

1. Adhere to the job responsibilities as specified in the job description.
2. Be answerable to the grades 4 to 8 Supervisors.

### Teachers for Grades 1 to 3 will:

1. Adhere to the job responsibilities as specified in the job description.
2. Be answerable to the grades 1 to 3 Supervisors.

### Teachers for Nursery, LKG & UKG will:

1. Adhere to the job responsibilities as specified in the job description.
2. Be answerable to the KG Supervisor.

# Line Management Procedures

---

## *Staff Procedures for On-going Responsibilities:*

### *1<sup>st</sup> Action:*

Always consult your direct line manager and seek their support before going to other senior staff members.

### *2<sup>nd</sup> Action:*

If your line manager is unable to provide the necessary support, go to the next line manager above.

For example: the grade 4 to 8 Supervisor will first go to the Vice-Principal and only after this step has been taken will he/she go to the Principal.

## *Staff Procedures for Conflict Resolution:*

**The focus should always be on resolving conflicts in a professional manner.  
All parties must be heard and given the opportunity to express their concerns.  
Resolutions must be based on thorough understanding of the conflict.  
Resolutions must be in the best interest of the school and the students.  
It is expected that incidents requiring conflict resolution will be documented.**

### *A) General School-Related Concerns:*

#### *1<sup>st</sup> Action:*

Person immediately involved will work to resolve the situation.

#### *2<sup>nd</sup> Action:*

When this person needs support to resolve a situation they will go to their direct line manager at an appropriate time when they do not have students in their care.

#### *3<sup>rd</sup> Action:*

If their line manager is unable to provide the needed support they will go to the next person above them on the staff structure diagram.

For example: the grade 4 to 8 Supervisors will first go to the Vice-Principal and only after this step has been taken will he/she go to the Principal.



## ***B) Parent or Student Concerns:***

### ***1<sup>st</sup> Action:***

The person directly involved will work with the parent or student to resolve the conflict.

### ***2<sup>nd</sup> Action:***

If they are unable to resolve the conflict they will go to their direct line manager who will work with them to mediate and resolve the conflict. They will arrange to meet at an appropriate time when they do not have students in their care.

The line manager must take the time to carefully investigate the situation in order to take appropriate action, based on sound reasoning.

### ***3<sup>rd</sup> Action:***

If they are unable to resolve the conflict they will follow the procedures found in the Complaints Committee Policy.

## ***C) Staff Conflict:***

### ***1<sup>st</sup> Action:***

The people directly involved will work together to resolve the conflict.

### ***2<sup>nd</sup> Action:***

If they are unable to resolve the conflict they will go to their direct line manager who will work with them to mediate and resolve the conflict. They will arrange to meet at an appropriate time when they do not have students in their care.

The line manager must take the time to carefully investigate the situation in order to take appropriate action, based on sound reasoning.

### ***3<sup>rd</sup> Action:***

If their line manager is one of the people involved they will go to the next person above them on the staff structure diagram.

# School Complaints Committee

---

## *Representatives*

The School Complaints Committee will consist of the following members:

1. The Principal will Chair the Committee
2. The Vice-Principal responsible for the section
3. The Supervisors responsible for the section
4. The teacher or staff member involved

## *Responsibilities*

The School Complaints Committee is responsible to review and act upon complaints against the school or staff members by:

1. Acknowledging complaints within 24 hours of receipt
2. Acting upon complaints within 10 working days to resolve the problem
3. Recording complaints and solutions, and making them available to the Board of SMC and the Principal.

## *Unresolved Complaints*

Complaints that are unresolved by the School Complaints Committee will be forwarded to the Board of SMC for further action.

Complainants have the right to appeal to CBSE if they are unsatisfied with the actions taken by the School Complaints Committee or the Board of SMC by:

1. Contacting the CBSE Contact Centre from the [www.cbse.gov.in](http://www.cbse.gov.in) portal.

## *Procedures*

### **Informal Complaints:**

1. Informal complaints are directed orally, in person or by phone or email to the teacher or staff member most involved.
2. The teacher or staff member works with the complainant to resolve the matter in a mutually agreed upon timeframe.
3. The teacher or staff member records all pertinent information regarding the complaint:
  - Nature of complaint
  - Dates, names, etc.
  - Resolution

## **Formal Complaints:**

1. Must be made in writing
2. Must include names, dates, contact information and other relevant details
3. Must be signed and dated
4. Must be submitted to the School Complaints Committee
5. Must be acknowledged within 24 hours of receipt:
  - Acquire additional information if needed
  - Set a meeting or provide a suitable plan to reach a resolution
6. Must be resolved within 10 working days

## **Serious and Unresolved Complaints:**

1. Must be forwarded to the Manager & Board of SMC for further action

# Board of SMC

---

## *Representatives*

The Board of SMC will consist of the following members:

1. Chairman
2. Academic and Administrative Advisor
3. School Secretary
4. Two Teacher Members
5. Two Parents Members
6. Any other member from the diverse fields to provide support to the school in their areas of expertise.

## *Responsibilities*

1. To oversee the Governance of the school
2. To ensure fiscal responsibility in all areas
3. To oversee the full operation of the school
4. To ensure the vision and mission are always adhered to
5. To set their top priority as student progress and parent satisfaction.
6. To oversee staff recruitment & ensure the highest professional standards are met
7. Ensure a safe, secure and supportive environment.

## **Statutory & Accountability**

The Board of SMC is accountable to CBSE and will be responsible to:

1. Promote strong ethical values
2. Promote policy compliance
3. Follow the missions and aims of the school
4. Have knowledge of Federal and Local Rules and Regulations for Private Schools

## *Strategic*

The Board of SMC will:

1. Approve strategic and development plans
2. Track and measure success
3. Meet the mission and objectives of the school
4. Take actions to address areas of concern

## *Fiscal Oversight*

The Board of SMC will:

1. Ensure fiscal responsibility for the school by setting & maintaining SMART targets for salaries, and capital & operating budgets.

## *Management Oversight*

The Board of SMC will:

1. Evaluate the Principal
  - Implementing policies
  - Setting priorities for the School Development Plan
  - Managing the budget
2. Review and approve school policies
3. Leave operational matters to the Principal and Senior Leadership Team of the school
4. Remain focused on strategic governance matters

# *Governing Body*

---

## *Representatives*

The Governing Body will consist of the following members:

1. The Owners (or delegates) will Chair the Committee
2. Two Parents elected by the school's parents
3. One Teacher from KG to grade 3 – elected by KG to grade 3 teachers
4. One Teacher from grades 4 to 12 – elected by grades 4 to 12 teachers
5. Principal is a non-voting member but will provide information to help with the decision making process
6. Vice-Principal is a non-voting member but will provide information to help with the decision making process

## *Responsibilities*

1. Ensure a safe, secure and supportive environment.
2. To set their top priority as student progress and parent satisfaction.
3. Ensure the quality of teaching and learning is at the highest possible standard.
4. Work collaboratively for the overall welfare of the school by following the academic standards found in the School Evaluation Form.
5. Investigate & act on formal complaints against the school or staff members by following the School Complaints Committee procedures.

## *Term and Remuneration*

The Board will:

1. Hold office no longer than three years, unless re-elected by following Board's Terms of Governance
2. Be honorary members and will not receive remuneration, except reasonable school-related expenses as agreed by the Board

# School Development Committee

---

## *Representatives*

The School Development Committee will consist of the following members:

1. Principal will act as the Chair
2. Vice-Principals
3. Headmistresses/Headmasters
4. Subject Coordinators
5. A minimum of one Parent from KG to grade 3 – elected by KG to grade 3 parents
6. A minimum of one Parent from grades 4 to 12 – elected by grades 4 to 12 parents
7. One Teacher from KG to grade 3 – elected by KG to grade 3 teachers
8. One Teacher from grades 4 to 12 – elected by grades 4 to 12 teachers
9. Student members will be asked to participate when appropriate

## *Responsibilities*

The Committee is accountable to the school and will be responsible to:

1. Prepare the School Development Plan by prioritizing areas for improvement based on the CBSE Inspection Report and all State Education Department & CBSE requirements
2. Communicate the SDP to all teachers and staff affected by the SDP
3. Communicate to students the areas of the SDP that affect them
4. Monitor the implementation of the SDP through strategic tracking of Key Performance Indicators & Targets:
  - Specific Strategies being Implemented
  - Success Indicators
  - Evidence Source & Documentation
  - Costing
  - Who is Leading the Initiative
  - Start & End Date
  - Progress – throughout the year
5. Revise the SDP as required based on completion of targets and the need for new targets
6. Encourage all stakeholders to make suggestions for improvement
7. Submit the SDP to the Board of SMC for approval

# Manager – Job Description

---

## *Roles & Responsibilities*

The Manager will:

1. Evaluate senior and middle leaders through daily interaction and collaborative work
2. Provide leaders with meaningful feedback to celebrate successes and to address areas for improvement by providing specific strategies
3. Evaluate teacher performance through formal and informal classroom observations in partnership with their direct line managers and other senior leaders
4. Provide teachers with meaningful feedback to celebrate successes and to address areas for improvement by providing specific strategies
5. Provide professional development for teachers and leaders individually, in small groups, and on a whole school basis
6. Professional development topics will be chosen based on:
  - CBSE Inspection Report
  - School Development Plan
  - Data collected from surveys (teacher, student & parent)
  - Data collected from assessment results (internal & external)
  - International best practice
7. Promote good staff relations through mentoring & coaching:
  - Senior Leaders
  - Middle Leaders
  - Teachers
8. Work with Principal & Middle Leaders to Improve Parent Communicate:
  - Academic expectations for students
  - Academic achievement trends
  - Implementation of new teaching methods and resources
  - How they can support their children
  - How they can support teachers
  - How they can support the school
9. Ensure non-academic areas are evaluated & improved to provide multiple opportunities for students to engage in meaningful interests & skills
10. Liaise with CBSE, State Education Department and School Committees whenever appropriate



# Senior & Middle Leaders – Job Description

---

## *Desirables – Preference will be given to leaders who are:*

- fluent in English
- experienced in, or have good knowledge of, student-oriented pedagogy
- have good knowledge of 21<sup>st</sup> Century skills & how they relate to education
- experienced in collaborative planning and decision-making
- experienced in School Development Planning
- proven to be positive leaders

## *General Roles and Responsibilities:*

- Adhere to Professional Code of Conduct and act as role models at all times
- Adhere to all school rules and regulations
- Promote the school vision and mission by remaining professional at all times
- Contribute to the School Development Plan by making positive suggestions and fulfilling responsibilities
- Lead or are members of one or more school committees
- Participate in Leadership Training and actively pursue ways to improve leadership skills
- Work with designated grade level teachers to enhance curriculum planning, assessment tools and assessment reporting
- Monitor syllabus framing for designated grade levels – long, medium and short term plans to ensure student needs are met:
  - Learning Outcomes
  - Success Criteria
  - Activities
  - Assessment
- Monitor student progress and results at designated grade levels through accurate data analysis – Assessment for Learning & Assessment of Learning
- Monitor student and staff attendance at designated grade levels
- Conduct and document professional classroom observations
- Conduct and document informal walkthrough observations
- Encourage teacher growth through **positive and specific feedback**
- Support teachers by working collaboratively with them to deal with challenges
- Send monthly reports to Principal upon completion on the last working day of the month
- Act as role models through respectful and professional interactions with each other
- Arrive at work at least 15 minutes before assembly
- Remain at school until the time of departure in order to support staff
- Hold well-planned staff meetings with focused agendas and maintain meeting minutes, which include: attendees, agenda items, actions required, etc.
- Ensure parents are an integral part of the school community
- Ensure all parent communication is professional and recorded accurately
- Ensure student discipline follows the Student Behaviour Policy and is accurately recorded
- Ensure students are always the priority of the school
- Monitor EHS and protect every child's rights

## *Specific Roles and Responsibilities – Principal:*

- Monitor Vice-Principal and Middle Leaders to ensure they are carrying out their designated responsibilities through bi-weekly meetings with individuals
- Conduct monthly meetings with Senior and Middle Leaders to review and update the School Development Plan
- Conduct monthly staff meetings to ensure excellent communication regarding all aspects of relevance such as SDP, targets, expectations, upcoming events, etc.
- Ensure committees have regularly scheduled meetings with documented minutes
- Ensure all policies and procedures are implemented
- Ensure all staff understand the severity of leaking confidential exam information & adhere to strict procedures during exam preparation
- Ensure all staff is aware that Indian employment laws prohibit them from working part time outside of the school & that this includes providing tuition services.
- Approve all parent communication
- Remain visible, knowledgeable and accessible at all times by conducting daily walkthroughs at the school and by visiting the other sites of the school at least once each week.
- Schedule and attend professional classroom observations as detailed in the Performance Evaluation & Development Policy
- Create a welcoming and safe learning/work environment for students, staff and community members
- Remain impartial and professional with all staff members
- Make decisions based on investigation, sound reasoning and impartiality
- Develop and schedule meaningful parent meetings
- Ensure student, teacher and parent surveys are conducted and **analyzed** at least three times during the academic year, with a **documented action plan** to address needs
- Maintain open communication with the Governing Body.

## *Specific Roles and Responsibilities – Vice Principal:*

- All major decisions will be made in consultation with Principal & Manager
- Main responsibility will be for grades 9 to 12:
  - Discipline
  - Students, Teachers & Parents
  - Teacher Observations (formal & informal)
- Additional responsibilities:
  - Develop duty schedule & monitor
  - CBSE uploading & data
  - Safe arrival & departure of students
  - Bell arrangement
- Exams:
  - Preparation papers must be differentiated to be accessible by all students
  - Questions on preparation papers must be of high quality, coming from several sources
  - Questions must not come directly from the exam
  - Questions from exams may only be viewed by the Framing Group & must remain confidential

## *Specific Roles and Responsibilities – 4 to 8 Supervisors:*

- All major decisions will be made in consultation with Principal & Academic Director
- Main responsibility will be for grades 4 to 8:
  - Discipline
  - Students, Teachers & Parents
  - Teacher Observations (formal & informal)
- Additional responsibilities:
  - Teaching 8 periods per week
  - Timetable preparation for grades 4 to 12
  - Classroom coverage for absent teachers re Staff Attendance Policy
- Exams:
  - Preparation papers must be differentiated to be accessible by all students
  - Questions on preparation papers must be of high quality, coming from several sources
  - Questions must not come directly from the exam
  - Questions from exams may only be viewed by the Framing Group & must remain confidential

## *Specific Roles and Responsibilities – Subject Coordinators-[HODs]*

- Main responsibility:
  - Work with designated Supervisor on Syllabus Framing
  - Monitor the quality and accuracy of paper verification and distribution of marks
  - Assist teachers with subject content and resources
- Exams:
  - Preparation papers must be differentiated to be accessible by all students
  - Questions on preparation papers must be of high quality, coming from several sources
  - Questions must not come directly from the exam
  - Questions from exams may only be viewed by the Framing Group & must remain confidential

## *Specific Roles and Responsibilities – 1 to 3 Supervisors:*

- All major decisions will be made in consultation with Principal & Manager
- Main responsibility will be for grades 1 to 3:
  - Discipline
  - Students, Teachers & Parents
  - Teacher Observations (formal & informal)
- Additional responsibilities:
  - Schedules & timetable preparation
  - Safe arrival & departure of students
  - Monitor EHS and protect every child's rights
  - Bell arrangement
  - Notebook correction
  - Work with teachers on Syllabus Framing
  - Monitor the quality and accuracy of paper verification and distribution of marks
  - Assist teachers with subject content and resources
- Baseline Testing/Exams:
  - Will take place at the beginning of the academic year, at the beginning of 2<sup>nd</sup> term and again at the end of the year
  - Will include basic skills required by grades 1 to 3 students
  - Will provide data for teachers to use during planning
  - Formal exams will not exist in grades 1 to 2
- Continuous Assessment will be the main form of assessing at this level

## *Specific Roles and Responsibilities – KG Supervisor:*

- All major decisions will be made in consultation with Principal & Academic Director
- Main responsibility will be for grades Nursery, LKG & UKG:
  - Discipline
  - Students, Teachers & Parents
  - Teacher Observations (formal & informal)
- Additional responsibilities:
  - Schedules & timetable preparation
  - Safe arrival & departure of students
  - Monitor EHS and protect every child's rights
  - Bell arrangement
  - Notebook correction
  - Work with teachers on Syllabus Framing
  - Monitor the quality and accuracy of paper verification and distribution of marks
  - Assist teachers with subject content and resources
- Baseline Testing/Exams:
  - Will take place at the beginning of the academic year, at the beginning of 2<sup>nd</sup> term and again at the end of the year
  - Will include basic skills required by Nursery, LKG & UKG students
  - Will provide data for teachers to use during planning
  - Formal exams will not exist in Nursery, LKG & UKG
- Continuous Assessment will be the main form of assessing at this level

# Teacher – Job Description

---

## *Desirables:*

- Fluent in English
- Preference will be given to teachers with experience in or knowledge of student-oriented pedagogy
- Proven experience in collaborative planning and decision-making

## *Roles and Responsibilities:*

- Adhere to Professional Code of Conduct
- Adhere to all school rules and regulations
- **Adhere to CBSE employment laws prohibiting part time employment or tuition services**
- Promote the school vision and mission by remaining professional at all times
- Contribute to the School Development Plan by making positive suggestions and fulfilling responsibilities
- Lead or be a member of at least one school committee
- Use CBSE curriculum requirements to complete yearly, semester, unit and lesson plans – maintain accurate documentation
- Work collaboratively with colleagues to enhance curriculum planning, assessment tools and assessment reporting
- Identify individual student needs to inform planning and assessment – differentiating outcomes & activities (All, Most & Some)
- Ensure students understand what they must do to be successful by giving them specific success criteria
- Assess learning effectively using continuous assessment
- Include self and peer assessment techniques for students
- Maintain detailed, accurate records of student progress
- Analyse and diagnose assessment results and data, to inform planning and learning outcomes by working with your designated Supervisor
- Work collaboratively with colleagues to identify students with special needs, those who are underperforming and those who are gifted and talented and document
- Work collaboratively to establish individual educational programs and motivational plans to ensure ALL students receive appropriate support and challenge
- Work to improve teaching and learning through participating in on-going professional development in 21<sup>st</sup> Century Skills with a focus on student-oriented learning – PD sessions provided by management and through personal action research
- Promote critical & creative thinking, problem-solving, individual responsibility for learning & collaborative skills
- Reinforce positive learning motivation for students
- Follow all requests as given by administration – classroom responsibilities, duties, substitution, extra-curricular involvement, committees, etc.
- **According to CBSE requirements teachers are to work 7 hours each day with a 30 minute break, totally 35 hours each week – this means teachers should be at school from 7:40 a.m. until 2:40 p.m. each day:**
  - **School transportation arrangements require the majority of teachers to leave with the students at 2:05 p.m.**
  - **this means they are 2.9 hours short of meeting weekly requirements**
  - **in order to compensate for this teachers will remain at the 2 days each week until 3:30 p.m. giving them an additional 2.8 working hours**
  - **when possible, meetings and workshops will be held on these 2 days**
- Attend all staff meetings, workshops & parent meetings
- Ensure all parent communication is professional and recorded accurately
- **Ensure students are always the priority of the school**
- Monitor EHS and protect every child's rights