

Educator Contractual Responsibilities Yearly Checklist

Administrator Name _____

Teacher Name _____

Date _____

Contractual Responsibilities Yearly Checklist

Classroom

- | | |
|---|---------|
| 1. Educator is present in the classroom when students are there. | 1 2 3 4 |
| 2. Educator records attendance and grades. | 1 2 3 4 |
| 3. Educator maintains professional and ethical conduct with students. | 1 2 3 4 |
| 4. Educator creates and maintains a clean and organized environment. | 1 2 3 4 |
| 5. Educator maintains a safe and well-managed classroom. | 1 2 3 4 |
| 6. Educator delivers content with a clear educational purpose. | 1 2 3 4 |
| 7. Students are actively engaged in a clear educational purpose. | 1 2 3 4 |

School

- | | |
|--|---------|
| 8. Educator attends required meetings. | 1 2 3 4 |
| 9. Educator maintains professional and ethical conduct with colleagues. | 1 2 3 4 |
| 10. Educator sets professional goals and uses feedback for continuous improvement. | 1 2 3 4 |
| 11. Educator regularly collaborates with other personnel as directed. | 1 2 3 4 |
| 12. Educator is actively engaged in major school and district initiatives. | 1 2 3 4 |

Parents

- | | |
|---|---------|
| 13. Educator maintains professional and ethical conduct with parents. | 1 2 3 4 |
| 14. Educator regularly communicates student progress with parents. | 1 2 3 4 |

Law & Policy

- | | |
|--|---------|
| 15. Educator maintains a current educator license. | 1 2 3 4 |
| 16. Educator adheres to contract time. | 1 2 3 4 |
| 17. Educator follows confidentiality rules & maintains records in a secure manner. | 1 2 3 4 |
| 18. Educator fulfills all other expectations as outlined in their job description. | 1 2 3 4 |
| 19. Educator adheres to district and state educational laws and policies. | 1 2 3 4 |
| 20. Educator completes crucial concerns yearly on Skyward | 1 2 3 4 |