

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

School

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

Parents

13. Educator maintains professional and ethical conduct with parents.
14. Educator regularly communicates student progress with parents.

Law & Policy

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