



Georgia Department of Education Georgia Teacher Duties and Responsibilities (GTDR)

Teacher:	School/District:		
Evaluator:			
Evaluator Signature:			Date
This form is used for corrective or positive feedback anytime during the year.			
Georgia Teacher Duties and Responsibilities	S	U	NA
1. Models correct language, oral and written.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provides adequate information, plans, and materials for substitute teacher.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Enforces regulations concerning student conduct and discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assumes responsibility for supervising students in out-of-class settings on campus or while away from the building on school-related activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Follows district and/or school prescribed assessment strategies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Maintains accurate records to document student performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assumes responsibility for the safety and good order of the total school program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintains confidentiality of students and records.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintains accurate, complete, and appropriate records and submits reports as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates ethical behavior as outlined in the Code of Ethics for Educators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Works cooperatively with school/district leaders, support personnel, colleagues, and families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Attends and participates in faculty meetings, other assigned meetings, and activities according to school/district policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Reports to work as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Interacts in a professional manner with students, family members, staff, and school/district leaders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Complies with conditions as stated in the teacher's contract.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Resolves deficiencies through a Professional Development Plan for Improvement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Implements a Professional Growth Plan (PGP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Additional duties or responsibilities added locally:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(S = Satisfactory U = Unsatisfactory NA = Not Applicable)

**Georgia Department of Education
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The evaluator is required to provide additional comments for all duties or responsibilities that are marked “Unsatisfactory.”

Upon receiving this notification, the teacher must contact the evaluator as soon as possible to schedule a conference to discuss any unsatisfactory performance.

At the time of the Annual Evaluation, any unresolved GTDR item will result in an Unsatisfactory Annual Evaluation.

GTDR Item	Feedback

Teacher Signature: _____

Date: _____

(Signature acknowledges receipt of this form, not necessarily concurrence.)