



CLASS KeysSM

Module 8: Georgia Teacher Duties and Responsibilities

Spring 2010
Teacher and Leader Quality
Education Support and Improvement

"We will lead the nation in improving student achievement."

Resources and Materials

Teachers will need the following resources and materials for this module:

- **Georgia Teacher Duties and Responsibilities form**
- **Handout 8A: Example of Positive Feedback**
- **Handout 8B: Example of Corrective Feedback**
- **Handout 8C: Example of GTDR Annual Summary**
- **Module 8 PowerPoint**

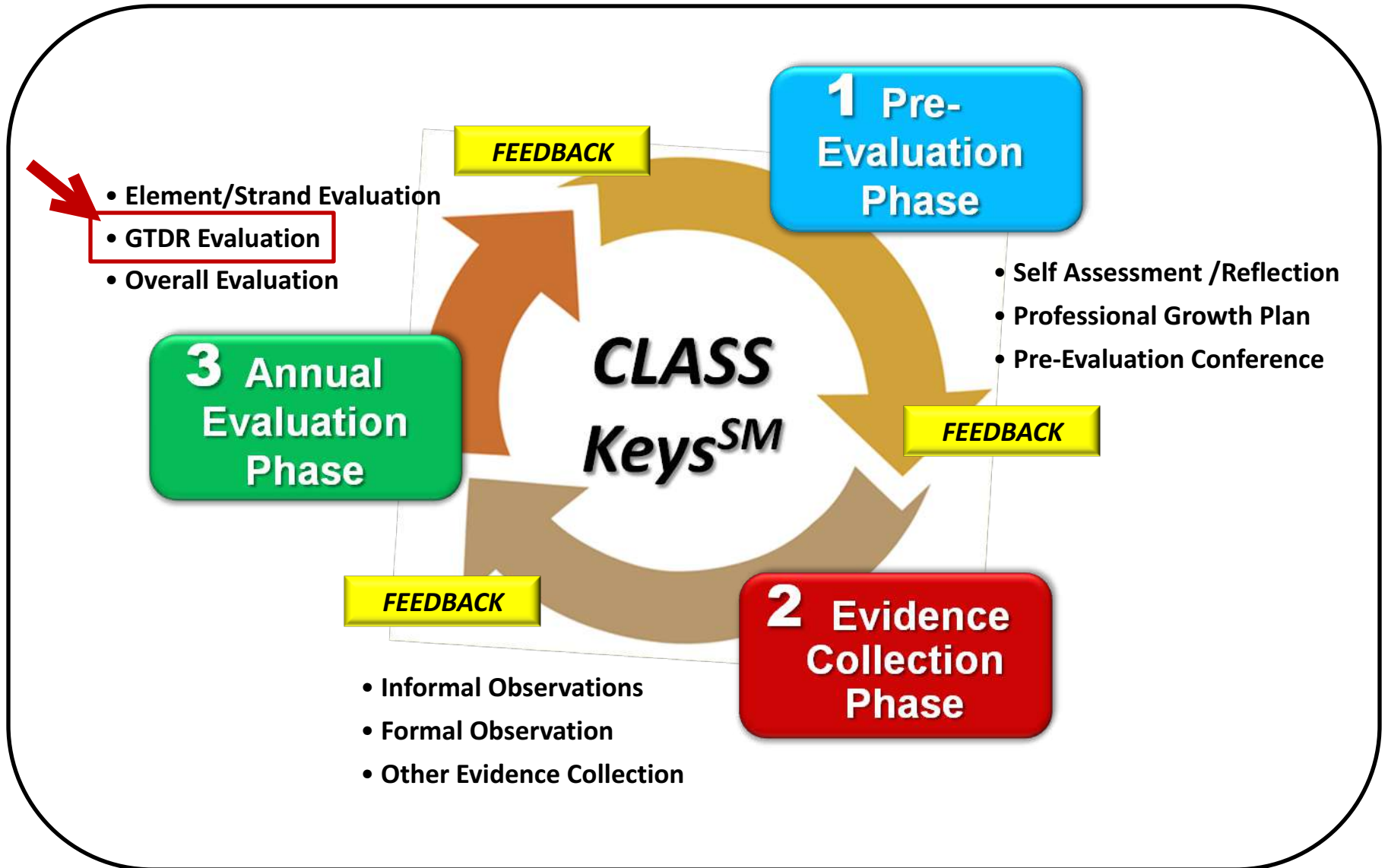
Module Objectives

- **Introduces the Georgia Teacher Duties and Responsibilities (GTDR).**
- **Explains the changes to GTDR.**
- **Provides examples of GTDR use and feedback.**
- **Explains how the GTDR impacts the Annual Evaluation.**

The Georgia Teacher Duties and Responsibilities (GTDR)

- **Identifies non-negotiable professional behaviors for teachers.**
- **Is introduced at teacher orientation and is reviewed at the Pre-Evaluation Conference.**
- **Is scored summatively at the Annual Evaluation.**

Three Phases of the CLASS KeysSM Process



Changes in the Georgia Teacher Duties and Responsibilities

- The word “Instrument” has been deleted.
- Feedback on the GTDR is ongoing rather than by exception.
- The GTDR may be used for positive as well as corrective feedback.

The performance levels are still Satisfactory, Unsatisfactory, and Not Applicable.

GTDR: A Closer Look

Georgia Teacher Duties and Responsibilities	S	U	NA
1. Models correct language, oral and written.			
2. Provides adequate information, plans, and materials for substitute teacher.			
3. Enforces regulations concerning student conduct and discipline.			
4. Assumes responsibility for supervising students in out-of-class setting on campus and while away from the building on school-related activities.			
5. Follows district and / or school prescribed assessment strategies and procedures.			
6. Maintains accurate records to document student performance.			

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

Example of Positive Feedback

Georgia Teacher Duties and Responsibilities	S	U	NA
2. Provides adequate information, plans, and materials for substitute teacher.	X		

GTDR Item	Feedback
2	<p>Your emergency plans are accessible and up to date. Thank you for sharing your plans with your grade level and ensuring all plans are prepared to maximize student learning in case of teacher absences.</p> <p>(1/29/11)</p>

Example of Positive Feedback

Georgia Teacher Duties and Responsibilities	S	U	NA
4. Assumes responsibility for supervising students in out-of-class setting on campus and while away from the building on school-related activities.	X		

GTDR Item	Feedback
4	<p>I have received emails complimenting your students on their behavior during last week's field trip. Also, the bus driver came by to share how well-behaved your students were on the bus. Thank you for ensuring that Piedmont ES is represented well in the community. (1/29/11)</p>

Example of Corrective Feedback

Georgia Teacher Duties and Responsibilities	S	U	NA
2. Provides adequate information, plans, and materials for substitute teacher.		X	

GTDR Item	Feedback
2	<p>During your recent absence, emergency plans were not up to date. Therefore, class time could not be maximized to provide optimal student learning. Please submit a copy of up to date lesson plans to your grade chair by 02/02/11 to be used in the event of future absences. (1/29/11)</p>

Example of Corrective Feedback

Georgia Teacher Duties and Responsibilities	S	U	NA
4. Assumes responsibility for supervising students in out-of-class setting on campus and while away from the building on school-related activities.		X	

GTDR Item	Feedback
4	<p>Recently, I received several phone calls expressing concerns regarding Piedmont ES students' behavior during last week's field trip. Additionally, the bus driver came by to share that he had to stop the bus twice to ask students to sit down and lower their voices. Please submit field trip procedures and review with students by 02/08/11. Additionally, these procedures should be reviewed prior to the next scheduled field trip. (1/29/11)</p>

Some of the GTDR items may have serious consequences.

Georgia Teacher Duties and Responsibilities	S	U	NA
7. Assumes responsibility for the safety and good order of the total school program.			
8. Maintains confidentiality of students and records.			
9. Maintains accurate, complete, and appropriate records and submits reports as required.			
10. Demonstrates ethical behavior as outlined in the Code of Ethics for Educators.			
11. Works cooperatively with school / district leaders, support personnel, colleagues, families.			
12. Attends and participates in faculty meetings and other assigned meetings and activities according to school / district policy.			

Item 13 is a frequently cited GTDR issue.

Georgia Teacher Duties and Responsibilities	S	U	NA
13. Reports to work as assigned.			
14. Interacts in a professional manner with students, family members, staff, and school / district leaders.			
15. Complies with conditions as stated in the teacher's contract.			
16. Resolves deficiencies through a Professional Development Plan for Improvement.			
17. Implements a Professional Growth Plan each school year.			
18. Additional duties or responsibilities added locally:			

Item 18 provides both local flexibility and leverage for improvement.

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16. Resolves deficiencies through a Professional Development Plan for Improvement.			
17. Implements a Professional Growth Plan each school year.			
18. Additional duties or responsibilities added locally: Move from NE to Emerging on SBI 1.5.			

When a GTDR Issue Arises:

- **Unsatisfactory performance on GTDR item(s) can be documented at any time during the year.**
- **When an unsatisfactory performance is identified, the evaluator will notify the teacher in writing using the GTDR form.**
- **The teacher contacts the evaluator as soon as possible to schedule a conference to discuss the unsatisfactory performance and develop a Professional Development Plan (PDP) if needed. (See Module 10.)**

GTDR and the Annual Evaluation

- **For the Annual Evaluation, all of the GTDR items are reviewed and scored.**
- **For the Annual Evaluation, any unresolved GTDR issue will result in an UNSATISFACTORY Annual Evaluation. (See Module 9: The Annual Evaluation.)**
- **A Professional Development Plan (PDP) is then designed to provide support for the teacher's unresolved duty or responsibility. (See Module 10: PDP.)**