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Scope of Employment
Policy Series: 5000 Personnel

Policy No. 5090
Procedure 2

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This procedure clarifies the scope of employment for district employees and establishes expectations regarding the performance of assigned duties, interactions with students, supervision responsibilities, transportation, outside employment, and communications concerning district matters. These provisions are intended to promote student safety, support effective school operations, protect employees and the district from unnecessary risk, and ensure that employees act within the authority granted by the district.

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Scope of Employment

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Employees of the district act within the scope of their employment only when acting to discharge duties for which they have been hired by the district or when acting under the direction of the board of education, the superintendent, or the principal of the school in which the employee works.

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The following guidelines govern the scope of an employee's duties and responsibilities.

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1. **Student Interaction:** In interacting with students, district employees shall comply with Policy 5090, Staff Code of Conduct, and all applicable district policies and procedures governing professional conduct and employee-student interactions.
2. **Class Attendance:** Teachers shall be present in the classroom whenever students are present in the classroom. A teacher may leave students unattended only in emergency situations, including:
 - a. An injury to a student requiring immediate attention;
 - b. A threat to the health or safety of a student; or
 - c. A personal emergency of the teacher.

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Any absence from the classroom other than an emergency situation shall require the express approval of the school principal.

41 **3. Provision of Transportation:** Except as otherwise specifically authorized by district
42 policy, no employee, other than an authorized bus driver, has authority to provide
43 transportation for any student or other employee unless express written authorization is
44 provided by the principal. Transportation provided without authorization is outside the
45 scope of employment.

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47 **4. Conflicting Employment:** No employee shall obtain or maintain outside employment
48 that interferes with, conflicts with, or substantially impedes the employee's ability to
49 perform duties and responsibilities for the district.

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51 **5. Media Contacts:** District employees shall coordinate with the superintendent or the
52 superintendent's designee regarding materials prepared for publication concerning
53 district matters. Whenever practicable, employees shall consult with the Superintendent
54 or the superintendent's designee before providing statements regarding district matters
55 to members of the media.

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57 **Legal References:** ~~There is no statutory citation in the source language provided.~~

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59 **Board Approved:**

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61 **Synopsis**

- 62 ● ~~Scope of Employment~~
- 63 ● ~~Employee Duties and Responsibilities~~
- 64 ● ~~Student Interaction~~
- 65 ● ~~Class Attendance~~
- 66 ● ~~Transportation Authorization~~
- 67 ● ~~Conflicting Employment~~
- 68 ● ~~Media Contacts~~