

EUREKA COUNTY SCHOOL DISTRICT  
LICENSED PERSONNEL – DUTIES AND RESPONSIBILITIES

The Board of Trustees hold the teaching staff responsible for the execution of the following general duties:

1. Be constantly familiar with general policies of the school district and those portions of the Nevada Administrative Code which deal with the duties and responsibilities of teachers.
2. Follow the course of study as outlined by the State Board of Education and as further provided by the Board of Trustees.
3. Prepare and present all reports required by the Board of Trustees, the superintendent of schools and other state or local agencies.
4. Take proper care of classroom furniture, equipment and instructional materials.
5. Report to the building administrator in case of illness or necessary absence as early as may be determined by the administrator.
6. Take such action in student disciplinary cases as is commensurate with the school district policy relative to the processing of discipline cases.
7. Create a high standard of understanding and cooperation between parents and teachers.
8. Dress Code: See Administrative Regulation 4122.
9. To conduct themselves in such a manner in the community that will reflect a favorable attitude toward the teacher, the profession and the school district.
10. Specific duties and responsibilities of school counselors shall include implementing the comprehensive guidance and counseling program according to the State of Nevada's School Counseling Program Student Standards. School counselors shall be allotted sufficient time each school year to carry out the duties relating to counseling, including, without limitation, assisting students with academic planning. The amount of time that school counselors are required to assist with test administration and test coordination shall be limited.

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Legal Reference(s):

ADOPTED: 07/28/92  
REVISED: 08/19/08  
REVIEWED: 3/12/19

NRS 391.260, 391.270, 391.274

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