

## LESSON PLANS PROFESSIONAL RESPONSIBILITIES

### 3270 LESSON PLANS PROFESSIONAL RESPONSIBILITIES

#### [See POLICY ALERT No. 228]

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

Teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare daily lesson plans. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be reviewed by the teaching staff member's Principal or designee and/or immediate supervisor as assigned by the Superintendent.

During the work day, teaching staff members may be assigned extra or alternative duties by the Principal or designee in accordance with Policy 3134. Teaching staff members are to attend every faculty meeting unless expressly excused by the Principal or designee.

All instructional personnel must develop plans that address the implementation of the New Jersey Student Learning Standards.

~~Lesson plans have long been regarded as one of the essential tools for effective teaching. Not only does a lesson plan enable teachers to outline their educational activity, but, among other things, it serves to assist in making maximum use of resources, teacher's skills and learning potential.~~

~~Lesson plans also assist in helping teachers gain competence and skill in instruction through the supervisory process in which lesson plans play a vital role. Lesson plans must be periodically checked and constructively evaluated by supervisors followed by a discussion of them with the teachers. All instructional personnel must develop plans that address the implementation of the Core Curriculum Standards.~~

~~The Board of Education expects teaching staff members to prepare and have available lesson plans for substitute teachers at all times. Such plans shall be updated frequently, as needed.~~

~~The administration in cooperation with teachers will develop and implement regulations for lesson planning within the scope of the approved course of study to ensure that this policy is effective in promoting excellence in teacher instruction.~~



# POLICY

SOUTH ORANGE MAPLEWOOD  
BOARD OF EDUCATION

Teaching Staff Members  
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Adopted: 2 April 2001 Revised:

First Read: 28 September 2023

Second Read: 18 October 2023

