

# Thomas Walter Josey Comprehensive High School



## Employee Handbook 2023-2024

Derrias Priestley  
Principal

Quwan Ellis-Asbury  
Katrena Springs  
Kelly Winstead  
Assistant Principals

1701 Fifteenth Street  
Augusta, GA 30901

T.W. JOSEY ALMA MATER

T.W. Josey High School Mission: "The mission of T.W. Josey High School is to produce graduates that will positively impact our global society."

T.W. Josey High School Vision: The vision of T.W. Josey High School is to create an atmosphere that focus on innovative education, training, and career development for tomorrow's workforce.

T.W. Josey High School Goals:

T.W. Josey High School Beliefs and Values:

We believe all students have the potential to learn if instructed at an appropriate level.

We believe that all students learn best in a safe and orderly environment.

We believe instruction should meet the unique needs of the students.

We believe students learn best when parent(s), students, and teachers work together in the educational process.

We believe the school should prepare the student to become life-long learners and decision-makers.

We believe students need a strong instructional program that includes technology, problem-solving, cooperative grouping, and student-focused learning.

We believe students should accept ownership of their responsibilities in preparing themselves to be

Dear Faculty and Staff,

The purpose of this handbook is to provide information that is vital for the daily and efficient operation of our school. The policies and procedures of this handbook will supplement the Richmond County Employee Handbook. The Richmond County policies and procedures take precedence in the instance of any conflict with this handbook.

Familiarize yourself with the information contained in this handbook in order to better serve your colleagues and your students. You are responsible for any material presented in this text as well as any information presented throughout the school year. The goal of this information is to maximize instruction by helping you become efficient and effective with the routine matters of the school. I hope that the following information will assist you in knowing what is expected.

Our expectations are high for our students, and we should settle for nothing but their best each day. In the same regards, we should strive every day to be our best by being model teachers and professionals, exemplifying high moral and ethical behavior, and displaying dedication, commitment, and a strong work ethic.

We are here for our students, the community, and each other. Teamwork and collaboration are vital to our success and the success of our students. By sticking together, even in the face of adversity, the challenges of each day will only make us stronger and more determined to be the best.

## Administrative Responsibilities

Derrias Priestley: Principal  
Alumni Relations  
Instructional Leadership  
Personnel  
CCRPI  
School Improvement Plan  
Public Relations  
Budget & Finance  
TOTY  
Guidance Department  
School Communications  
Staff Evaluations (TKES & LKES)

Kelly Winstead: Assistant Principal  
Attendance (Faculty/Staff & Student)  
Ninth Grade Academy  
CTAE  
Athletics  
Auxiliary  
Safety Coordinator  
Custodians Staff  
Textbooks/Instructional Technology/Media  
Center  
504 Program Coordinator  
Operational Data Coordinator  
School Operations  
Staff Evaluations (TKES)

Katrena Springs: Assistant Principal  
Special Education  
Syllabi Expectations  
Teacher Webpage Monitoring  
Collaborative Planning  
Professional Learning  
Master Teachers (Instructional Coaches)  
Guidance Department  
Master Calendar  
Master Schedule  
Georgia Milestone EOC Test Coordinator/Testing  
Staff Evaluations (TKES)  
Child Find

Quwan Ellis-Asbury  
Buses/Parking  
Clubs  
Committees  
Duty Coordinator/Transition Teams  
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PERFORMANCE RESPONSIBILITIES: (Asterisk for essential job duties.)

1. Plans a program of study that meets the needs, interests and abilities of individuals to ensure success for every student (\*)
2. Reports to work on time and is prepared for all classes and duty assignments (\*)
3. Creates a classroom environment that provides student involvement in the learning process and enables each student to achieve learning objectives
4. Provides an instructional program to meet the needs of all students including students with disabilities (\*)
5. Prepares lesson plans and other documentation as required by principal or his/her designee.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students (\*)
7. Establishes learning objectives consistent with appraisal of student needs, requirements of RCSS curriculum framework, and knowledge of human growth and development (\*)
8. Plans for and utilizes instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives (\*)
9. Assesses the learning and behavioral needs of students on a regular basis. Provides input as needed to IEP's of students with disabilities ensuring the implementation of modifications including co-teaching as needed.
10. Takes all necessary and safety precautions to protect students, equipment, materials and facilities (\*)
11. Maintains accurate and complete records as required by law and per RCSS policy and administrative regulation (\*)
12. Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
13. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
14. Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual
15. Plans and supervises purposeful assignments for instructional assistants, teacher assistants, and volunteers (\*)
16. May evaluate paraprofessional's job performance with department heads and/or administrators
17. Maintains fair and accurate grading policies and procedures, attendance, email and web pages as required through the technology system provided by the RCSS
18. The employee shall carry out such other and further duties, whether specifically listed above or not, as are assigned or required by such employee's supervisor, other appropriate school personnel, law board policy administrative regulation, department handbook, as are reasonably necessary to the efficient operation of the school system and its mission.

### Teachers' Work Day

The workday for regular teachers begins at 7:00 a.m. and ends at 3:00 p.m. We work an 8hour day. Each teacher is to sign-in upon arrival at school and is expected to be at his/her classroom door at 7:05 a.m. Teachers sign in and sign out through the School Check-In System on the computer in the front office or through Infinite Campus.

Teachers should check their boxes daily upon arrival, during their planning periods, and when leaving. Each teacher is to sign-out at the end of the day. Failure to sign in and out could result in you being counted absent for a day of work.

### Leaving Campus





### Hospital Homebound

Teachers will be notified if they have students in this category. Assignments are to be prepared for this student covering at least two weeks. The student under supervision of a visiting teacher will work out these assignments. Assignments will be returned to the teacher for evaluation. The evaluated papers will then be sent to the student. The home or hospital bound student is counted present each day. Mr. Washington is the point of contact.

### Homework

The Richmond County Homework Policy will be followed. Parents are given a copy of the policy at registration. Teachers should be aware of the requirements of the policy and should implement an evaluation process for homework assignments. Teachers assign homework as practice for the skills being taught at school. These assignments reinforce what the students are learning each day in the classroom. Thus, it is very important for parents to work with students to complete the assigned homework. Homework is assigned almost every night and can usually be completed within one hour. All teachers are expected to post the current week's homework assignments on the school's webpage. Both students and parents depend on being able to find these assignments.

### Make-up Work

Email

Employees must visit one of the approved physicians. If the employee needs emergency treatment, he/she may report to the emergency room of one of the public hospitals. The hospital should contact one of the approved physicians.

If any employee is required to stay away from his/her job due to any injury received on the job, be sure to notify the Worker's Compensation office at the Central Office. **THIS IS IMPORTANT!** This information must be reported to the worker's compensation board immediately. If the injured employee should return to work th





### Culminating the school day

Teachers should ensure that all of the following have been done before leaving school at the end of each day:

- All lights/computers/promethean boards should be turned off.
- All cabinets should be locked.
- All paper should be picked-up by students.
- Students' desks should be in order.
- The teacher's desk should be neatly arranged.

### Custodial Service/ Repairs

It is our aim to have a well-kept building at all times. Request for repairs and custodial services, other than routine, must be made through Mr. Winstead, Assistant Principal. A good custodian is one of the strongest links in good school organization.

Please report all needed repairs to your classroom or other areas of the building. PLEASE NOTE: In case of emergency such as broken windows/locks, running water, broken toilets, etc. notify the OFFICE immediately. All repair requests should be reported to the Front Office Secretary ASAP

### Faculty & Staff Dress Code

The Board of Education recognizes that teachers and other professional educators are repair -3(reg t)-3mtifyoel( sho)6(II)





## Library / Media Center

An "open schedule" model is used during the regular school day. Teachers shall work with the Media Specialist in scheduling class visits; however, individual students and small group visits are not scheduled. Teachers are required to accompany classes to the Media Center and passes are required for individual or small group visits (students are admitted to the Media Center before and after school without a pass). Teacher-Media Specialist conferences are designed to give the Media Specialist (a) information regarding the purpose of your visit, and (b) an overview of services needed to support the mission. In addition, it gives the Media Specialist an opportunity to make, suggests, and/or share information about various resources.

All federal, state and school owned audio-visual (AV) equipment and materials should be cataloged through the Media Center. In addition, a complete inventory of AV equipment and materials shall be maintained in the Media Center. The Media Specialist shall be responsible for maintaining a current list of all AV equipment and media including the location thereof. Requests to order/preview films, disc, and other software shall be referred to the media specialist.

## Official School Correspondence

Any and All correspondence with use of the school's official letterhead, logo and/or mission and vision, must be approved by the principal prior to use.

## Student Attendance

Every teacher shall keep a daily attendance report. Students enrolled in your class and in our school are either present or absent and shall be marked accordingly. Classroom teachers shall refer to ART team or guidance any student who has been absent three (3) consecutive days without a legal excuse and those who have accumulated six (6) absences. Teachers should complete period attendance each day.

## Supervision of Students

Teachers are required to supervise all students who are in their care during the school day and after school hours. If you work with students after school, you will need to remain with the students until each child has been picked up. This is for student safety purposes.

## Visitors

Visitors are welcomed in our school. However, they must register in the main office, be approved by an administrator in writing, and not interrupt or interfere with the normal school operations. Visitors will be provided a pass by the office. Visitors without a pass should be directed to the office and reported if they do not comply. Teachers are not to have guests at school without principal approval.