



**Natchitoches Parish School Board  
Employee Position/Location Change Form**

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**PROFESSIONALISM**

- Adheres to federal, state, system and school policies and regulations.
- Conforms to the regular time schedule for arriving at school and leaving school.
- He/she shall be on the job at all times except in case of personal emergency, sickness, or as released for school related business by the principal and/or superintendent. In the event that he/she has to be absent, the principal shall be notified so that a substitute may be obtained.
- Fosters positive relationships with students, public, and school personnel and participates in implementing a good community-school public relations program.
- Fosters positive relationships with parents: reporting pupil progress, academic problems and behavior problems.
- Shows loyalty to school programs and willingness to work with others.
- Adheres to channels of authority.

**TERMS OF EMPLOYMENT:** 9 Months

**EVALUATION:** Performance will be evaluated annually according to guidelines of the Natchitoches Parish Personnel Evaluation Plan.

**Reviewed and Agreed to:** \_\_\_\_\_ **DATE:**