# CoYOTe AtTeNTiON Instructor Rights and Responsibilities

## Purpose

This document outlines the rights and responsibilities of instructors at CoYOTe AtTeNTiON to ensure high-quality instruction, a positive teaching and learning environment, and mutual respect among faculty, students, and administration.

## Section 1: Instructor Rights

### 1. Fair Treatment and Professional Respect

* Instructors have the right to be treated with respect and professionalism by students, parents/guardians, colleagues, and administration.
* CoYOTe AtTeNTiON ensures instructors are free from harassment, discrimination, or personal threats in their professional environment.

### 2. Academic Freedom

* Instructors have the right to academic freedom, allowing them to design and deliver lessons in creative, effective ways while aligning with the school’s curriculum and mission.
* Instructors may express opinions or explore diverse perspectives within the bounds of appropriate educational contexts.

### 3. Support and Resources

* Instructors have the right to request and access resources, such as training, materials, software, and technical support, necessary to deliver effective online instruction.
* CoYOTe AtTeNTiON provides professional development opportunities to enhance teaching skills and adapt to evolving educational best practices.

### 4. Constructive Feedback

* Instructors have the right to receive constructive, timely feedback from administrators, supervisors, or evaluators regarding their performance.

### 5. Work-Life Balance

* Instructors have the right to clear expectations regarding hours of availability, deadlines, and workload to maintain a healthy work-life balance.
* Reasonable accommodations will be made in the event of emergencies, illness, or unforeseen circumstances.

## Section 2: Instructor Responsibilities

### 1. Delivering High-Quality Education

* Instructors are responsible for designing and delivering engaging, inclusive, and effective lessons aligned with CoYOTe AtTeNTiON’s curriculum standards and mission.
* Course content must be accurate, up-to-date, and meet the needs of diverse learners.

### 2. Student Engagement and Support

* Instructors must actively engage students through interactive and motivating teaching strategies.
* They are responsible for providing timely, constructive feedback on assignments and assessments and offering additional support as needed.

### 3. Professional Conduct and Communication

* Instructors must maintain professional behavior in all interactions with students, parents/guardians, colleagues, and administrators.
* Communication should be clear, respectful, and in accordance with the school’s communication policy.

### 4. Adherence to Policies and Confidentiality

* Instructors must follow all CoYOTe AtTeNTiON policies, including those related to grading, attendance, online safety, and discipline.
* They are responsible for maintaining student privacy and adhering to legal regulations such as FERPA (Family Educational Rights and Privacy Act) or other applicable privacy laws.

### 5. Timeliness and Availability

* Instructors are expected to meet deadlines for grading and providing feedback, respond to emails within the school’s required timeframe, and be available for virtual office hours as scheduled.

### 6. Use of Technology

* Instructors are responsible for using the school’s Learning Management System (LMS) effectively, including uploading course materials, managing assignments, and conducting virtual classes as required.
* They must stay informed on the use of technological tools and notify the school promptly if technical challenges arise.

### 7. Professional Development

* Instructors must actively participate in professional development opportunities and stay informed of best practices in online education, as recommended or required by CoYOTe AtTeNTiON.

### 8. Modeling Behavior and Ethics

* Instructors are responsible for modeling ethical behavior, punctuality, and integrity in all aspects of their professional work.
* They should promote a culture of accountability, inclusivity, and respect among their students.

## Section 3: Accountability and Dispute Resolution

### 1. Monitoring and Evaluation

* Instructors will undergo periodic reviews to ensure they are meeting performance standards.
* Constructive feedback will be provided, and support will be offered for areas needing improvement.

### 2. Addressing Grievances

* Instructors have the right to confidentially report any concerns, issues, or grievances to the administration.
* Disputes will be addressed using a transparent conflict resolution process to protect both instructors’ and the school's interests.

### 3. Disciplinary Action for Non-Compliance

* Instances of negligence, unethical behavior, or failure to meet responsibilities may result in a formal review and, if necessary, disciplinary measures consistent with school policy.

## Section 4: Acknowledgment of Agreement

All instructors at CoYOTe AtTeNTiON must review and sign this document to acknowledge an understanding of their rights and responsibilities, as well as their commitment to uphold the standards and values of the school.

By signing, faculty members agree to work collaboratively with colleagues, support the mission and goals of CoYOTe AtTeNTiON, and serve as positive role models for their students.

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**Instructor Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_