

TEACHERS: DUTIES AND RESPONSIBILITIES

Background

The Division views teaching duties as all those professional tasks encountered by teachers in the course of their activities, concerned with the instruction of students. While these are the primary concerns of the teacher, other duties relevant to the welfare of students are the maintenance of a positive educational climate in the school community; these are also considered to be an integral part of the teacher's task.

Procedures

1. Teaching Duties: The Teacher must, in carrying out duties, comply with the Teaching Quality Standard (TQS).
2. Other Duties of Teachers
 - 2.1 The Division also considers the following to be part of a teacher's duties:
 - 2.1.1 Be acquainted with sections of the Education Act pertaining to the rights, duties and powers of teachers.
 - 2.1.2 Be familiar with, and adhere to all Board policies and administrative procedures affecting teachers and students.
 - 2.1.3 Fulfill contractual obligations.
 - 2.1.4 Maintain professional standards through such activities as wide reading, attending conferences, workshops and seminars, and through professional exchanges with other teachers.
 - 2.1.5 Assist the Principal, upon request, with regard to any matters of professional concern.
 - 2.1.6 Actively participate in school or Division-wide curriculum development when requested to do so.
 - 2.1.7 Complete such forms and records as are required to facilitate the smooth operation of the school or Division.
 - 2.1.8 Attend all meetings convened by the Principal unless prior permission to be absent has been obtained.
 - 2.1.9 Be at school a reasonable time prior to it opening and after closing.
 - 2.1.10 Notify the Principal at the earliest opportunity in case of absence.
 - 2.1.11 Turn in all mark books to the Principal at the end of the school year.

Adopted/Revised: JUN 2016/SEP 2019/NOV 2019

Reference: Section 18, 33, 52, 53, 196, 197, 205, 222 Education Act
Teaching Profession Act
Ministerial Order 001/2013 – Student Learning
Teaching Quality Standard
Guide to Education – ECS to Grade 12
Collective Agreement