

Administrative Procedures Manual	Administrative Procedure 420
	Teacher Job Description
	APPROVED: September 2013 AMENDED/REVIEWED: June 2019, April 2020
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LEGAL REFERENCE:	Section 18, 52, 53, 196, 197, 205, 222 Education Act Teaching Profession Act Ministerial Order 016/97 – Teaching Quality Standard Ministerial Order 001/2013 – Student Learning Guide to Education – ECS to Grade 12 Collective Agreement

Background

The success of the Division depends to a significant extent upon the caliber of its instructional staff. The Division expects its teachers to demonstrate the academic and professional competence necessary to work cooperatively in the general instruction of students, motivated by the general educational goals of the Division. Division teachers provide services within the classroom so that students are provided with the highest quality of education possible.

Procedures

1. The Principal is responsible for the supervision and evaluation of teachers.
2. Teachers are responsible for the supervision of:
 - 2.1 Educational Assistants.
 - 2.2 Volunteers.
 - 2.3 Student Teachers.
3. Performance Responsibilities

A teacher while providing instruction or supervision must:

 - 3.1 Provide instruction to students in accordance with the Teaching Quality Standard.
 - 3.2 Teach the courses of study and education programs that are prescribed, approved or authorized pursuant to the Education Act.
 - 3.3 Promote goals and standards applicable to the provision of education adopted or approved pursuant to the Education Act.
 - 3.4 Encourage and foster learning in students.
 - 3.5 Regularly evaluate students and periodically report the results of the evaluation to the students, the students' parents and the Superintendent.
 - 3.6 Maintain, under the direction of the Principal, order and discipline among the students while they are in the school or on the school grounds and while they are attending or participating in activities sponsored or approved by the Superintendent.
 - 3.7 Subject to any applicable collective agreement and the teacher's contract of employment, carry out those duties that are assigned to the teacher by the Principal or the Superintendent.
4. Adjunct Duties or Responsibilities
 - 4.1 Share in the co-curricular and, on a voluntary basis, the extra-curricular program of the school within the limits imposed by the teacher's teaching assignments, skills and abilities, interests and health.

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- 4.2 Cooperate with other professionals involved in the education of a student.
 - 4.3 Coordinate the work of assistants, other para-professionals, volunteers and student teachers in the classroom (when applicable).
 - 4.4 Provide written plans for substitute teachers, whenever possible.
 - 4.5 Be alert to unusual mental, emotional, and/or physical conditions of students and make appropriate referrals regarding these conditions.
 - 4.6 Assist in maintaining Student Record Portfolios that reflect the information required by the Education Act, the Student Records Regulation and [Administrative Procedure 320 - Student Records](#).
 - 4.7 Attend staff meetings and other meetings called by the Principal.
 - 4.8 Perform basic attendance accounting tasks as needed.
 - 4.9 Become familiar with purchasing procedures adopted by the Division and adhere to such procedures.
 - 4.10 Report to the Principal any structural condition in the classroom or school or playground that may be dangerous to students.
 - 4.11 Share the responsibility of interpreting the educational program of the school to the community.
5. Evaluation
- 5.1 Job performance will be evaluated in accordance with provisions of [Administrative Procedure 422 - Teacher Growth, Supervision and Evaluation](#) .