



Policy Title:
Duties and Responsibilities of Teachers

Board Approval: January 23, 2020
Board Reviewed: January 31, 2023

Objective: The stated duties and responsibilities of teachers are intended to promote, achieve, and maintain a high standard of instruction in support of the purpose of the Independent School Authority Ltd., O/A Summit West Independent School.

Policy

1. It is expected therefore that teachers will:
 - a. Demonstrate a high degree of professional competence in planning, teaching, student assessment, and reporting while recognizing and providing for individual student needs.
 - b. Develop and maintain a high regard for the importance and dignity of their work.
 - c. Develop and enhance positive interpersonal relationships with students based upon a respect for the dignity of individuals.
 - d. Develop and maintain positive and effective communication with students, parents, and colleagues.
 - e. Be committed to ongoing personal professional development.
 - f. Assist students in acquiring ownership for their learning.

- g. Employ effective classroom management procedures to maximize student learning.
 - h. Participate as an effective team member in the development and implementation of the school's philosophy, goals, and objectives.
 - i. Be conversant with those sections of the Education Act, the regulations of Alberta Education, and policies of the school that pertain to teacher responsibilities, roles and accountability.
 - j. Attend meetings as required by school administration.
2. To assist in the realization of these expectations teachers shall:
- a. Follow the required Alberta Education curriculum.
 - b. Maintain a timetable, instructional plans, and class lists.
 - c. Maintain appropriate order and discipline in accordance with SWIS discipline policy.
 - d. In co-operation with other school professionals, develop specific procedures for evaluation and reporting (see Policy - Student Evaluation).
 - e. Inform parents and students of the school's promotion policy.
 - f. Maintain accurate student attendance records and report to the Principal, those students in violation of attendance requirements.
 - g. Attend any meeting of teachers as required by or under the authority of the Board on a day other than a holiday.
 - h. Arrive at school a reasonable period of time before school commencement, and remain on the premises as long as pupils under the teacher's charge are present.
 - i. Notify the Principal and/or local health authority when a student is suspected of having an infectious or contagious disease or other physical impairment.
 - j. Provide school authority with all documents required for necessary reports to Alberta Education, not limited to but including IPP's, TPGP's, attendance records and required school records.
 - k. Return, as directed by school administration, student records and Board property.
 - l. Report to the Principal any damage to the school property or potential hazards therein.