

DUTIES OF TEACHERS

Background

HPSD views teaching duties as all those professional tasks related to the instruction of pupils. Other duties relevant to the welfare of students and the maintenance of a positive educational climate in the school community are also considered to be an integral part of the teacher's task.

Procedures

The Duties and Responsibilities of Teachers are to:

1. Instruct all students in their charge according to the directions provided by Alberta Learning, Board policy, the Superintendent, and the Principal.
2. Develop appropriate long and short-range instructional plans for each course and, in partnership with Special Ed. teachers, develop Individual Program Plans where required. (Plan books will be provided for recording daily lesson plans.)
3. Develop an annual "Personal Growth Plan" to be presented and reviewed with the Principal.
4. Regularly evaluate students and report the results of the evaluation to the students and the student's parents as required by administrative procedures.
5. Make recommendations for promotion or retention of students at the end of each term.
6. Maintain high standards of student behavior during the school day and at school sponsored activities.
7. Carry out those duties that are assigned by the Principal.
8. Diligently adhere to all HPSP policies and directives of the Board.
9. Maintain a timetable of daily instructional assignment.
10. Record student attendance and report to the Principal names of students who are not attending school as required by Section 13 of the School Act.
11. Subject to Principal's approval, inform parents regarding their child's attendance, conduct, and program, at such times as deemed expedient by the teacher.

12. Assist in providing information and completing necessary forms required by Alberta Learning.
13. Provide school related information as requested by authorized personnel.
14. Maintain a high standard of good housekeeping in their classrooms.
15. Take such action as will preserve the health and safety of pupils.
16. Safeguard the property of the Division.
17. Remit school building keys, or any other property of the Division in their possession when required to do so by proper school authorities.
18. Attend all meetings as required by the Principal or Central Office Personnel.
19. Dress in a manner that reflects the teaching profession.
20. Foster good public relations between school and community.

REFERENCES

Section 18, 60, School Act