

Staff Roles & Responsibilities

Teachers

source: School Regulation under the Authority of the *School Act*

DUTIES

1. The duties of a teacher include the following:
 - a. providing teaching and other educational services, including advice and instructional assistance, to the students assigned to the teacher, as required or assigned by the board or the minister;
 - b. providing such assistance as the board or principal considers necessary for the supervision of students on school premises and at school functions, whenever and wherever held;
 - c. ensuring that students understand and comply with codes of conduct governing their behaviour and with the rules and policies governing the operation of the school;
 - d. assisting to provide programs to promote students' intellectual development, human and social development and career development;
 - e. maintaining the records required by the minister, the board and the school principal;
 - f. encouraging the regular attendance of students assigned to the teacher;
 - g. providing the information in respect to students assigned to the teacher as required by the minister, board or, subject to the approval of the board, by the parent;
 - h. when required to do so by the minister, verifying the accuracy of the information provided to the minister under paragraph (h)
 - i. regularly providing the parents or guardians of a student with reports in respect of the student's school progress as required by the minister of the board; and
 - j. attending all meetings or conferences called by the principal or superintendent of schools for the district to discuss matters the principal or superintendent of schools considers necessary unless excused from attending the meeting or conference by the principal or superintendent of schools;
 - k. admitting to his or her classroom to observe tuition and practice teaching, student teachers enrolled in a university established under the University Act or in an institution for training teachers established under any other Act, and rendering the assistance to the student

teachers, and submitting the reports on their teaching ability or on other matters relating to them or their work, considered necessary for the training of teachers by the university or institution.

2. Reports referred to in subsection (1) (j) shall be made at least 5 times during the school year as follows:
 - a. 3 written reports, once of which shall be at the end of the school year
 - i. on a form approved by the minister, or
 - ii. on a form approved by the board containing information and, when required, using reporting symbols ordered or approved by the minister;
 - b. at least 2 informal reports
3. In conjunction with the written reports required under subsection (2) (a), each teacher of a student in kindergarten to grade 3 must provide to the parents or guardians of the student, oral or written comments on the student's school progress in intellectual, human and social development with reference to the standards of development for children in a similar age range.