

# TEACHER JOB EXPECTATIONS

### Background

The Division believes that the single-most important activity of the school is the teaching-learning process. The Division further believes that the educational needs of students, as articulated in the Goals and Standards Applicable to the Provision of Basic Education in Alberta, must be the focus of learning activities designed and conducted by teachers.

The Superintendent expects teachers to:

1. Be familiar with and adhere to the requirements of the School Act;
2. Be familiar with and adhere to policies and procedures of the Division and the school;
3. Carry out assigned duties and responsibilities to the best of their ability; and
4. Be guided by the ATA code of professional conduct.

### Procedures

Teachers shall:

1. Plan a student-centered program;
  2. Utilize a variety of appropriate instructional practices;
  3. Carry out regular, fair, just, systematic, and objective evaluation of the work of each student and maintain appropriate records of student achievement;
  4. Communicate and consult with students, parents/guardians, school administration and colleagues as required to maximize student development and achievement, and report progress;
  5. Have regard for the health, safety, and general well-being of students through conscientious supervision;
  6. Maintain such good order and discipline as necessary to establish a good learning climate;
  7. Act in an appropriate manner whenever an unsafe practice or an infraction of school rules is perceived;
  8. Teach assigned subjects in accordance with the approved Program of Studies;
  9. Keep a time-table showing the daily instructional program of the class and maintain such other records and forms as required;
  10. Cooperate in teacher practicum programs by assisting in the supervision, instruction, and evaluation of student teachers;
  11. Assist in maintaining the cleanliness, tidiness, and safety of the school grounds and facilities and report to the Principal any perceived problems with respect to school buildings, furniture, equipment, or practices;
1. Prepare and complete an approved annual individual professional development growth plan.

2. Participate in curriculum development and field testing of new curriculum;
3. Develop, field test and mark provincial achievement tests and diploma exams.
15. Comply with the regulations relating to fire and emergency procedures;
16. Report to the Principal whenever there is reason to believe a student attending school is ill, affected with an infectious or contagious disease, or under the influence of alcohol or drugs;
17. Deliver all returns, reports, and school property as requested;
18. Attend all staff meetings called by the Principal;
19. Attend such meetings and functions as required by the Superintendent;
20. Participate in the organization and supervision of co-curricular and extra-curricular student activities;
21. Stay abreast of current research, programs, and pedagogy through regular attendance at inservice and professional development activities;
22. Cooperate in the administration of mandated examinations;
23. Conduct religious and patriotic exercises in accordance with Division and school policy and procedures;
24. Report to the Principal the name of any student whose attendance is inexcusable; and
25. Carry out other assigned duties.

Reference: Section 18, 39, 97, School Act  
Ministerial Order 004/98  
Guide to Education ECS to Grade 12