

Duties and Responsibilities of Teachers

Background

Teachers are vital employees in the system. Consequently, it is the expectation of the Division that teachers carry out their duties and responsibilities as set out in Section 231 of the Education Act and the administrative procedures that follow.

Procedures

1. The duties of the teacher as outlined in Section 231 of the Education Act shall apply to all teachers.
2. Due to the nature of the job, the duties of a teacher become too complex to list. However, the following list will illustrate some of the expectations held for teachers in the Division.
 - 2.1 To be familiar with the requirements of teachers under The Education Act and in this administrative procedure, and abide by them at all times.
 - 2.2 Prepare a timetable showing subjects taught each day and the length of each class period and to submit a copy of this to the Director or designate.
 - 2.3 Maintain a daybook indicating the content of each class to be conducted during the day and any other information relevant to the activities of the day.
 - 2.4 Keep a record of attendance of students in accordance with section 231 of the Education Act.
 - 2.5 Ensure positive, respectful communications with students, parents/ guardians, supervisors and other personnel to keep them informed about students' progress, conduct and attendance.
 - 2.6 Report any deficiencies in heating, ventilation and cleanliness of the school to the principal.
 - 2.7 Exercise vigilance over the school property so that it does not receive unnecessary damage.
 - 2.8 Inform the principal or designate, as soon as it is known she/he will be absent from duty.
 - 2.9 Arrive at school for a reasonable period of time prior to the commencement of classes and remain in school for a reasonable period of time at the conclusion of the school day. Principals may, in their staff handbook, delegate minimal arrival and departure times so long as they do not contravene the Education Act.

3. Confidentiality

- 3.1 At no time should a teacher discuss in public information pertaining to employees, students or the operation of the division. A teacher is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 85, 87, 108, 109, 175, 231 Education Act

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