

## **2.0. Human Resources**

### **2.B. Position Descriptions**

#### **CLASSROOM TEACHER**

**Policy Reference: EL-1.2**

#### **Duties of Teachers**

“Every Teacher shall:

- a) teach diligently and faithfully according to the terms of his/her agreement with the School Board and according to the PSA and the regulations;
- b) keep a record of attendance in the manner and in such form as required by the School Board;
- c) maintain order and discipline in the school;
- d) furnish to the minister, or to a designate, any information that it may be in his/her power to give respecting anything connected with the operations of the school or in any way affecting its interests;
- e) notify the Principal, who shall notify the appropriate local health authority that he/she has reason to believe that a pupil attending the school bus has been exposed to or is suffering from a communicable disease as defined in *The Public Health Act* and regulations made thereunder;
- f) seize or cause to be seized and take possession of any offensive or dangerous weapon that is brought to school by a pupil and hand over any such weapon to the Principal, who shall notify the parent or guardian warning him that the pupil may be suspended or expelled from the school;
- g) deliver or cause to be delivered or provide the parent or guardian of each pupil taught by him/her reports of the pupil at the times and in the manner determined by the School Board;
- h) admit to his/her classroom student teachers enrolled in a teacher education institution approved by the minister, for the purpose of practice teaching and of observing instruction.” (PSA 96)
- i) Teachers shall ensure that adequate plans and instructions are available when it is necessary for a Substitute Teacher to take over the regular work of the Teacher.

## **Responsibilities of Teachers**

“A Teacher is responsible for:

- a) teaching the curriculum prescribed or approved by the minister;
- b) providing an effective classroom learning environment;
- c) maintaining order and discipline among pupils attending or participating in activities that are sponsored or approved by the school, whether inside or outside the school;
- d) advising pupils as to what is expected of them in school, reviewing their assessments with them, and evaluating their progress and reporting on that progress to parents;
- e) administering and marking any assessment of pupil performance that the minister may direct, in the manner that is directed by the minister;
- f) ongoing professional development.”

In addition:

“A Teacher must be on duty in the school at least 10 minutes before the morning session begins and at least five minutes before the afternoon session begins, unless prevented from doing so by exceptional circumstances.

A Teacher must complete and deliver promptly to the Principal the attendance reports that are required by the School Division.

A Teacher must prepare and provide to the minister, in a form acceptable to the minister, any information or report that the minister may require.

A Teacher who leaves his or her position must leave at the school all school records, including his or her last timetable and a statement of the work recovered by the pupils under his or her charge.” [M.R. 468/88, (39-40.2)]