

DUTIES AND RESPONSIBILITIES OF TEACHERS

High Prairie School Division
Updated Nov 2025
Administrative Procedures Manual

Background

HPSD views teaching duties as all those professional tasks related to the instruction of children and students. Other duties relevant to the welfare of children and students and the maintenance of a positive educational climate in the school community are also considered an integral part of the teacher's task. Teachers are also required to uphold the professional expectations established under the Education Act, the Teaching Quality Standard, and the Code of Professional Conduct for Teachers and Teacher Leaders.

Procedures

1. General

- 1.1. Instruct all children and students in their charge according to the directions provided by the Education Act, Alberta Education, Board policy, the Superintendent, and the Principal.
- 1.2. Develop appropriate long and short-range instructional plans for each course.
 - 1.2.1. Plans must align with Administrative Procedure 360 – Curriculum Planning, Assessment, and Reporting.
 - 1.2.2. Where appropriate, partner with the Learning Support Teacher to develop plans and supports for individually identified students
- 1.3. Develop an annual Teacher Professional Growth Plan to be presented and reviewed with the Principal, or a group of teachers designated by the Principal, prior to October 15 of each school year.
- 1.4. Regularly evaluate children and students and report the results of the evaluation to the student and the student's parents as required by Administrative Procedure 360 – Curriculum Planning, Assessment and Reporting.
- 1.5. Make recommendations for promotion or retention of students at the end of each term.
- 1.6. Maintain high standards for student behavior during the school day and at school sponsored activities.
- 1.7. Carry out those duties assigned by the Principal
- 1.8. Diligently adhere to all HPSD policies and directives of the Board.
- 1.9. Maintain a timetable of daily instructional assignment.
- 1.10. Record child and student attendance and report to the Principal the names of students who are not attending school as required by Sections 7, 8 & 9 of the Education Act and Administrative Procedure 330 – Student Attendance.
- 1.11. Maintain communication with parents regarding their child's attendance, conduct, and progress.
- 1.12. Assist in providing information and completing necessary forms required by Alberta Education.
- 1.13. Provide school related information as requested by authorized personnel.
- 1.14. Take such action as will preserve the health and safety of students.
- 1.15. Safeguard the property of HPSPD.
- 1.16. Remit school building keys, or any other HPSPD property in their possession when required to do so by proper HPSPD authorities.
- 1.17. Attend all meetings as required by the Principal or Learning Support Centre (LSC) personnel.
- 1.18. Dress in a manner that reflects the teaching profession.
- 1.19. Foster good public relations between school and community.
- 1.20. Adhere to the Code of Professional Conduct for Teachers and Teacher Leaders as established under the Education Act and the Professional Conduct and Competency for Teachers and Teacher Leaders Regulation.

- 1.20.1. This includes maintaining professional boundaries, upholding integrity, demonstrating respect for all members of the school community, and contributing to safe, caring, respectful, inclusive, and welcoming learning environments.
- 1.20.2. Teachers shall cooperate with any conduct or competency processes under the authority of the Alberta Teaching Profession Commission as required by legislation.

References

Education Act, Sections 7, 8, 9, 53, 196
Alberta Education Teaching Quality Standard
Code of Professional Conduct for Teachers and Teacher Leaders
Professional Conduct and Competency for Teachers and Teacher Leaders Regulation
Provincial Policy 2.1.5 – Teacher Growth, Supervision and Evaluation Policy of Alberta Education

Cross References

Administrative Procedure 330 – Student Attendance
Administrative Procedure 360 – Curriculum Planning, Assessment and Reporting
Administrative Procedure 414 – Teacher Growth, Supervision and Evaluation