

## DUTIES AND RESPONSIBILITIES OF TEACHERS

### 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.

### Procedures

#### General

1. The Duties and Responsibilities of Teachers are to:
  - 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 HPSP 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 Section 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. Maintain a high standard of good housekeeping in their classrooms.
  - 1.15. Take such action as will preserve the health and safety of students.
  - 1.16. Safeguard the property of HPSP.
  - 1.17. Remit school building keys, or any other HPSP property in their possession when required to do so by proper HPSP authorities.
  - 1.18. Attend all meetings as required by the Principal or Learning Support Centre (LSC) personnel.
  - 1.19. Dress in a manner that reflects the teaching profession.
  - 1.20. Foster good public relations between school and community.
  - 1.21. Adhere to the Alberta Teachers' Association Code of Professional Conduct and the Teaching Profession Act.

### References

*Education Act, Sections 7, 8, 9, 53, 196*

[\*Alberta Education Teaching Quality Standard\*](#)

[\*Alberta Teachers' Association Code of Professional Conduct\*](#)

[\*Teaching Profession Act\*](#)

*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](#)