

## Administrative Procedure 420

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# ROLE OF THE TEACHER

### Background

The success of the Division depends to a significant extent upon the caliber of its professional staff. The Division expects its teachers to demonstrate the academic and professional competence necessary to work cooperatively in the instruction of students, motivated by the educational goals of the Division.

In addition to the role prescribed in Section 196 of the Education Act, a teacher shall fulfill the expectations that follow.

### Procedures

1. A teacher shall perform those professional duties assigned by the Principal. Such duties will be assigned following consultation with the teacher concerned.
2. Responsibilities in classroom instruction include
  - 2.1 Striving to integrate Catholic teaching into the curriculum both in the content and method of instruction;
  - 2.2 Diagnosing learning needs of students;
  - 2.3 Prescribing and preparing education programs for students in accordance with those needs;
  - 2.4 Implementing education programs;
  - 2.5 Evaluating programs continuously;
  - 2.6 Keeping systematic records and submitting information and reports to parents and administration; and
  - 2.7 Maintaining such classroom order as is necessary to promote a healthy learning climate.
3. Responsibilities as a staff member include
  - 3.1 Striving to permeate all aspects of life in the school with the religious dimension;
  - 3.2 Carrying out general supervision of students;
  - 3.3 Participating at staff meetings;
  - 3.4 Supporting the approved co-curricular activities of the school;
  - 3.5 Cooperating with other staff members in the best interests of the students; and

3.6 Exhibiting a professional attitude and responsibility in his/her contacts with colleagues, students, parents and the general public.

Adopted: June 30, 2017  
Reviewed/Revised: February 5, 2021

Reference: Education Act, Sections 18, 51, 52, 53, 54, 196, 197, 205, 222  
Teaching Profession Act  
Ministerial Order 028/2020 – Student Learning  
Ministerial Order 02/2020 – Teaching Quality Standard  
Guide to Education ECS to Grade 12  
Collective Agreement