



Section: **Roles and Responsibility**
Policy #: **1810**
Policy: **Duties and Responsibilities of Teachers**

Date Approved:
Revision Dates: November 20 2004
October 27 2007

Duties and Responsibilities of Teachers

1. Employees are expected to be examples of Christian witness to students.
2. While some specific duties of teachers are included in this Policy Manual, it must be recognized that the duties of teachers include any and all activities which promote the learning atmosphere in the school as directed by the Principal and the Council.
3. Since communication is essential to teaching, teachers are expected to maintain good communication with students, parents and the administrative officers of the school.
4. Communication between employees and the Council pertaining to employment or school issues will be through the Principal.
5. Teachers will be responsible for maintaining discipline and proper learning atmosphere for all students in their charge.
6. While the exact length of the teaching day is not set specifically in this Policy Manual, it shall include a reasonable length of time, designated by the Principal, before and after the instructional day for students.
7. Teachers will be available for a two-day orientation period each year during the week prior to the official opening day of the school.
8. Teachers will ensure that the curricula, textbooks and other such materials they use in teaching conform to Council-approved standards.
9. Daily lesson plans, as well as other outline plans for activities for their students, will be maintained by all teachers.
10. Daily attendance records and periodic records of achievement of their students will be maintained by all teachers; the form of such records shall be as specified by the Principal and approved by Council.
11. Teachers will ensure that they have the formal approval of the Principal and parents for any special activities such as parties, class tours, etc., in which they engage with their students.
12. Teachers will notify parents of the children in their charge of the progress or lack of progress of their children as required by the Ministry of Education, and shall take the initiative in discussion of such achievement records with parents.

13. Teachers will provide such information about students as may be required by the Society, the Council or parents. (Information to parents, of course, is only that about their own children.)
14. Teachers will provide information regarding students when required by the Inspector of Independent Schools, the Society, the Council, or any other party if it meets the requirements of the *Personal Information Protection Act*.
15. Employees will be responsible for the supervision of students on school property outside of the classroom, as well as in any other locations where students may be on school-sponsored activities.
16. Employees will assist in promoting the proper maintenance and care of all facilities and equipment of the school.
17. Teachers will ensure that regular formal religious exercises are pursued by the children in their charge.
18. Teachers will participate in the regular and special staff meetings called by the Principal.
19. Employees will ensure that they are taking steps to continue their professional and religious development, and shall attend any and all special functions organized for this purpose and approved by the Council.
20. Teachers will admit student-teachers to their classrooms when such admission is arranged by the Principal, and shall provide the assistance and the reports required.
21. All teachers will be subject to a code of professional conduct as articulated by the British Columbia College of Teachers in its document - *Standards for the Education, Competence and Professional Conduct of Educators*.