



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number SAB 2.0
Policy Title	Teacher Duties and Responsibilities
Date of Review	August, 2023

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## **OVERVIEW**

The stated duties and responsibilities of teachers are intended to promote, achieve, and maintain a high standard of instruction in support of the purpose FFLA education, which is to ensure student development through effective education.

1. It is expected therefore that teachers will:

- a. Demonstrate a high degree of professional competence in planning, teaching, student assessment, and reporting while recognizing and providing for individual student needs.
- b. Develop and maintain a high regard for the importance of TQS (Teaching Quality Standards).
- c. Develop and enhance positive interpersonal relationships with students based upon a respect for the dignity of individuals.
- d. Develop and maintain positive and effective communication with students, parents, and colleagues.
- e. Be committed to ongoing personal professional development.
- f. Assist students in acquiring ownership for their learning.
- g. Employ effective classroom management procedures to maximize student learning.
- h. Participate as an effective team member in the development and implementation of the school's philosophy, goals, and objectives.

i. Be aware with those sections of the Education Act, the regulations of Alberta Education, and regulations of the Board that pertain to teacher responsibilities.

2. To assist in the realization of these expectations teachers shall:

a. Follow the required Alberta Education curriculum.

b. Maintain a timetable, instructional plans, and class lists.

c. Maintain appropriate order and discipline.

d. In cooperation with other school professionals, develop specific consistent procedures for evaluation and reporting.

e. Inform parents and students of the school's promotion policy.

f. Maintain accurate student attendance records and report to the principal those students in violation of attendance requirements.

g. Attend any meeting of teachers that is called by or under the authority of the Board on a day other than a holiday.

h. Arrive at school a reasonable period of time before school commencement, and remain on the premises as long as pupils under the teacher's charge are present.

i. Notify the principal and/or local health authority when a student is suspected of having an infectious or contagious disease or other physical impairment.

j. Return, as directed by the Board any Board property.

k. Report to the principal any damage to the school property or potential hazards therein.

l. Participate and cooperate with the student teaching program as requested.